

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET, P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4015 FAX (920) 448-6221

ADMINISTRATION COMMITTEE

Tom Sieber, Chair; James Kneiszel, Vice Chair
Richard Schadewald, John Vander Leest, Keith Deney

ADMINISTRATION COMMITTEE

BUDGET & REGULAR MEETING

THURSDAY, OCTOBER 10, 2019

5:00 p.m.

Room 200, Northern Building
305 E. Walnut Street

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEM
LISTED ON THE AGENDA

****PLEASE BRING BUDGET BOOK****
(COMBINED BUDGET AND REGULAR MEETING)

**** Please Note:** Non-Budget Items will go before the October 16th County Board of Supervisors meeting;
Budget Items will go before the November 6th County Board of Supervisors meeting.

- I. Call to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of September 5, 2019.

****BUDGET REVIEW****

Comments from the Public on Budget Items

REVIEW OF 2020 DEPARTMENT BUDGET

1. **COUNTY TREASURER** – Review of 2020 Department Budget.
 - a. Resolution Approving New or Deleted Positions During the 2020 Budget Process in the Treasurer Department Table of Organization.
2. **CHILD SUPPORT** – Review of 2020 Department Budget.
3. **COUNTY CLERK** – Review of 2020 Department Budget.
 - a. Resolution Approving New or Deleted Positions During the 2020 Budget Process County Clerk and County Board Tables of Organization.
4. **TECHNOLOGY SERVICES** – Review of 2020 Department Budget.
5. **HUMAN RESOURCES** – Review of 2020 Department Budget.
 - a. Resolution Authorizing Full Time Employee Wage Adjustments.
 - b. Resolution Approving Changes to the Brown County Employee Benefits Plan.
6. **DEPT. OF ADMINISTRATION** – Review of 2020 Department Budget.

Year 2020 Non-Division Budgets Review

7. Capital Projects.
8. Debt Service.
9. Taxes, Special Revenues, Certain Internal Service & Fiduciary Funds.

Budget Resolution

10. Resolution Establishing Salaries of Certain Elective Officials - County Board Chair, Vice-Chair and Supervisors.

****NON-BUDGET ITEMS****

Comments from the Public on Non-Budget Items

1. Review minutes of:
 - a. Citizens Redistricting Advisory Subcommittee (September 30, 2019).
 - b. Housing Authority June 17 & August 19, 2019.

Communications – None.

County Clerk

2. Budget Status Financial Report for August 2019 (Unaudited).

Technology Services

3. Budget Status Financial Report for August 2019 (Unaudited).
4. Discussion and possible action; plans for a box storage building.
5. Technology Services Monthly Report.

Child Support

6. Budget Status Financial Report for August 2019 (Unaudited).
7. Budget Adjustment Request (19-081): Any increase in expenses with an offsetting increase in revenue.
8. Director Summary.

Treasurer

9. Review of Budget Performance Report for August 2019 (Unaudited).
10. Treasurer's Report.
11. Discussion and possible action re: Resolution Ordering the Cancellation of Tax Deed Regarding Parcel M-332-2, a/k/a 3531 Park Road, Town of Morrison (from September 2019 Administration Committee meeting).
12. Discussion and possible action re: Sale of Brown County owned Parcel 21-1293-2 at 1739 Main Street, Green Bay, Wi – Formal Offers to Purchase will be received and evaluated by Committee members as directed by Administration Committee Summer 2019.
13. Discussion and possible action on the sale of the following Brown County owned tax deed parcels located in the City of Green Bay to the Redevelopment Authority of the City of Green Bay

<u>Parcel#</u>	<u>Address</u>	<u>Municipal Sale Amount \$</u>
1-936-B	1321 S. Broadway Street	\$5,801.91 + \$30 + conditions
1-950	827 Ninth Street	\$3,861.83 + \$30 + conditions
17-880	445 S. Baird Street	\$5,262.84 + \$30 + conditions
21-455-2	2221 Manitowoc Road	\$16,635.43 + \$30 + conditions
*3-40	852 Shawano Avenue	\$4,839.65 + \$30 + conditions

Department of Administration & Human Resources

14. Budget Status Financial Report for August 2019 (Unaudited).
15. Budget Adjustment Log.
16. Budget Adjustment Request (20-001) – Any increase in expenses with an offsetting increase in revenue.
17. Courthouse Security Funding.
18. Director's Reports.

Other

19. Audit of bills.
20. Such other matters as authorized by law.
21. Adjourn.

Tom Sieber, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

**PROCEEDINGS OF THE BROWN COUNTY
ADMINISTRATION COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the Brown County Administration Committee was held on Thursday, September 5, 2019 in Room 200, Northern Building, 305 E. Walnut Street, Green Bay, WI

Present: Chair Sieber, Supervisor Schadewald, Supervisor Kneiszel, Supervisor Deneys, Supervisor Vander Leest
Also Present: Supervisor Borchardt; Director of Administration Chad Weininger, Technology Services Director August Neverman, IT Admin/Communications Coordinator Trisha Linssen, Treasurer Zeller, Deputy Corporation Counsel Steven Schaefer, Senior HR Generalist Kara Navin, HR Generalist Jennifer Scharnweber, Human Resource Analyst Luke Newton, and other interested parties.

I. Call to Order.

This meeting was called to order by Chair Tom Sieber at 5:30 pm.

II. Approve/Modify Agenda.

Motion made by Supervisor Schadewald, seconded by Supervisor Deneys to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

III. Approve/Modify Minutes of August 1, 2019.

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

1. Review minutes of: None.

Comments from the Public

Patricia Rettmann – 3894 Cty Rd C., Green Bay, WI

Lisa Philips – 1104 Fulton St., De Pere, WI

Both Rettmann and Philips were Accounting Technicians in the Clerk of Courts office, they came to speak to Class and Comp. They had a meeting with HR yesterday. HR indicated they were going to leave them where they were but would welcome any additional information and may reconsider. Their Financial Operations Manager did some research and contacted other counties and presented it to HR today in an email. Rettmann and Philips were confident that HR will look at it for reconsideration and get them to where they needed to be. Clerk of Courts John Vander Leest would welcome them being moved to this new area because that's how he wanted his hierarchy in the office to go with positions.

County Clerk

2. Budget Status Financial Report for July 2019 – Unaudited.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Child Support

3. Budget Status Financial Report for July 2019 - Unaudited.

Motion made by Supervisor Schadewald, seconded by Supervisor Deneys to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY**

4. Director Summary for July/August 2019.

Child Support Director Maria Lasecki informed that next week they will be hosting the state along with the four other

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counties that were joining in the work of the grant. The employment services related to things they were doing. An announcement came out today, the state was proposing to adopt the acronym ELEVATE, the one Brown County created and was using across the state for these other four counties. It would be an honor to have that but also be a very good thing in that it's meaningful and it represented the work they were doing. Other counties will have an opportunity to weigh in on the pros and cons as to whether it was something they wanted to do.

Lasecki formerly acknowledged dealing with some personal things, it had been pretty challenging. She wanted to formerly recognize HR Generalist Jennifer Scharnweber and Senior HR Generalist Kara Navin for being supportive, which went a long way with her, and she wanted to thank them.

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Technology Services

5. Box Storage Update.

Neverman informed he didn't have significant updates. They narrowed it down to approx. 20,000 sq. ft. if there were chambers included. There was a little confusion because it was overlapping two different projects. If it was just boxes, it was approx. 10,000 sq. ft. plus a receiving area. Whether it was new construction, they would have to get some direction from the committee. Public Works Director indicated that it would be \$7,000 - \$10,000 to get an engineering diagram and an actual formal quote for everything associated. He was looking for feedback on if he should continue with estimates or go through the more formal process and get a quote so they have an idea of cost.

Schadewald questioned if it could be added to the Medical Examiner's office or jail. Director of Administration Chad Weininger stated they couldn't add to the footprint of the Medical Examiner's office because it would run into the pod system. At the jail, you can't attached it to a pod. There were a number of things being talked about and being looked at. There were some sales tax dollars that were available later in the 6-year period but as of right now they couldn't bond for any new money so any money they had available for capital had to come out of those pots.

Sieber would like to see it go through so they could get a solid number on it because they needed a permanent solution for the box storage. Neverman stated the difference would be if they could attach to an existing building so they could consolidate some utility expenses. It would be measurably less expense for an existing building or attaching to a building that already had a bathroom, etc. Deneys agreed, he'd like to see those numbers. He understood every building was different but would like it broken out such as retrofitting costs compared to building a new building.

Vander Leest questioned the timeframe as far as having a real problem with the storage. Neverman informed they definitely had time because they had already gotten to the problem and their solution was to contract with Iron Mountain. As boxes retired or being added, Iron Mountain was handling it. They were already at that max capacity so they were not incurring additional new costs. Weininger informed there was money built into the Brown County Expo Hall because that's originally where they came from and there were no sales tax dollars allocated for expansion of storage and they were constrained in what the funds are available for. Other future possibilities were discussed however, it really needed to be narrowed down to a site.

Vander Leest questioned where the \$7,000-\$10,000 would come from. Neverman informed he didn't have a budget for it. Weininger stated someone would have to ask for money out of the contingency but the question would be where do they get that money from if it was a standalone? It may be cheaper to buy a building.

Motion made by Supervisor Vander Leest, seconded by Supervisor Schadewald to put a line item on the October Budget agenda to discussion with possible action, plans for a box storage building. Vote taken. MOTION CARRIED UNANIMOUSLY

6. Budget Status Financial Report for July 2019 - Unaudited.

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

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7. Director's Report.

With regard to the recommendations of the Board Chambers, Neverman had a diagram, as requested. He will be setting up a meeting with Supervisors Kneiszel and Deneys to review and get recommendations specifically about technology in the room and any overlap of other services in which he briefly explained.

Motion made by Supervisor Schadewald, seconded by Supervisor Deneys to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

a. BC Public Website Demonstration/Review.

IT Admin/Communications Coordinator Trisha Linssen provided a brief overview of the new Brown County website, both the external and the employee intranet.

Treasurer

8. Budget Status Financial Report for July 2019 – Unaudited.

Treasurer Zeller informed they were tracking positive for the year.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

9. Discussion and possible action re: cancelling tax certificates for the following parcel pursuant to Wis. Stat. Sec. 75.22 (Proposed Resolution and order to be distributed at 09-05-19 meeting), and authorization to reopen and vacate the In Rem judgement regarding the below parcel:

<u>Parcel #</u>	<u>Address</u>
M-332-2	east of 3531 Park Road in Town of Morrison

Deputy Corporation Counsel Steven Schaefer asked that they hold this item for 30 days, their office was currently working on a better way to resolve this issue than cancelling the deed.

Motion made by Supervisor Schadewald, Seconded by Supervisor Deneys to open the floor to allow interested parties to speak. Vote taken. MOTION CARRIED UNANIMOUSLY

Cliff Guns - 3327 Mill Rd., Greenleaf, WI

Guns questioned if the surveying was corrected. Sieber understood that it was up to the municipality to correct that assessment. The county just sent out the tax bill and collected the money. Those questions would have to go to the Town of Morrison and their Assessor. He suggested speaking with Deputy Corporation Counsel.

Paul Van Dreel – 433 School St., Wrightstown, WI

Van Dreel believed they should void or vacate the deed because of the erroneous tax on the tax certificate and that should void the conveyance and void the tax deed. County Board was supposed to void the deed and the Treasurer was supposed to look at the tax certificate and verify with a description which hadn't been done because this property had erroneous tax for almost 50 years, ever since the parcel was traded, he believed. He could prove it back to 2006. Van Dreel served Chair Sieber with a petition for Writ of Mandamus (attached).

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to return to regular order of business. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to hold until the October meeting. Vote taken. MOTION CARRIED UNANIMOUSLY

10. Discussion of Sale of Brown County owned Parcel 21-1293-2 at 1739 Main St. Green Bay, WI FINAL CASE CLOSURE WITH CONTINUING OBLIGATIONS. *Held for one month.*

Zeller stated at the July meeting, they directed him to meet with the two adjoining neighbors that had previously expressed interest in the parcel. They tried to sell the parcel twice. Once by Wisconsin Surplus Auction, second time

by sealed bids and they were unsuccessful in selling the parcel. Subsequently the county performed a set monitoring and cleanup directive concluding with the DNR providing a case closure. This was the former Speedway gas station on Main Street. Zeller met with the adjoining neighbors on August 8th. The neighbor to the west had continued to show interest and were present.

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to open the floor to allow the interested parties to speak. Vote taken. MOTION CARRIED UNANIMOUSLY

Mr. Maldonado - 1737 Main St, Green Bay, WI

Maldonado informed they had interest in the property to be used as a parking lot so they can expand/extend more on the property they were on now.

Zeller conveyed to the adjoining interested parties was that the total including the general taxes, interest and penalty due to Brown County and what they invested in the property to maintain and pursue closure was just under \$39,000. He suggested to them that the committee would likely entertain offers on the property in the neighborhood of \$40,000. By the time this would come together, they were going to have that much invested in it with maintenance, lawn cutting, etc. Zeller stated if they could get the property sold by December 31st it would be in private hands and taxable on January 1, 2020. This is where they were at after 4-years.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to return to regular order of business. Vote taken. MOTION CARRIED UNANIMOUSLY

Zeller informed the city required the building to be razed and the underground storage tanks to be removed, the owner did not comply so the city moved forward but at that time did not apply for the available State of Wisconsin PECFA funds for contaminated site cleanup. Brown County was granted judgement and foreclosure of the parcel and the county as a unit of government were granted a liability waiver and they were not required to immediately remove any soil contamination from the property. What they did was leave the property in the state the city left it in, as newly planted grass for 2-years because the liability provision granted to Brown County allowed them time. Once they started the monitoring wells they found that the groundwater was at a level that was not exceeding the contaminated level as determined by the DNR. The property cleansed itself but in the final closure document with continuing obligations it clearly indicated that excavation of the site may very well result in the contaminated soil having to be dealt with. So there's a difference between the contaminated soil and the impact to groundwater. This site was ideally suited for surface parking and they had to understand this devalued the site.

Schadewald stated it was typical that they will sell this property if they received the amount they had invested in it and they were not looking to exceed that so \$40,000 would be an offer that would probably be highly acceptable especially before December 31, 2019.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to direct the Treasurer to pursue offers and bring back to the October meeting. Vote taken. MOTION CARRIED UNANIMOUSLY

11. Discussion and Possible Action re: Communication from Supervisor Sieber re: To enact a timeline for a final hearing on appeals for properties that are in the In Rem process (see #12 ordinance).

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

12. An Ordinance to Amend Subsection 3.06(5)(c) of Chapter 3 of the Brown County Code of Ordinances (In Rem Preference to Former Owner).

Zeller informed this was in response to Chairman Sieber's communication to enact a timeline for these final hearing and appeals because it's gotten out of hand with the amount of time that was lapsing between judgment and appeal to sell back to the former owner. He did some surveys with county Treasurers in similar size. There were many that did not provide for sale back to former owners. The ordinance before them was a concession to the statute and to the previous ordinance that did in very firm timeline ordinance form. In his opinion, this was generous, plenty of time to request to repurchase.)))

Sieber would like to see it amended to 60-days, give them more time to make sure they get their request in. Zeller would counter that they had county owned property being occupied by previous owners. What was their liability, obligation, did the Treasurer still need to provide lawn cutting, cleanup by Public Works in that period? Sieber stated for the few they granted the sale back, they had included all of that in the purchase price. Schadewald had to agree with the Treasurer, before they get foreclosed on, they had three years of things coming from the court, judgements, hearing before the Judge, etc. He agreed that this was an unusual year but they were unusually flexible and he would like to get back to where it used to be where they were a little more cut and dry. They would do every property in May. His opinion, 30-days were enough. Deneys noted they had up to 24-hours to get something on the agenda, he agreed with Schadewald and the Treasurer that people had 3-4 years of knowing this was coming and received numerous mailings. Giving another 30-days wouldn't make much difference. Kneiszel would also agree.

Deputy Corporation Counsel Steven Schaefer informed they would like to make one change to Subsection 1 - A written Request for Preference to Former Owners ("Request") shall be made to and received by the "Chairperson of the Brown County Administration Committee," s/b received by the "Brown County Board office" to be a standing address to go to at all times. The office was better suited to distribute information out.

Kneiszel informed he would vote against this, he opposed an appeal process all together. As stated before it had been three years or more where people haven't paid their property taxes, they had been given a court date and have not responded. His preference would be that this failed and they come back and eliminate the wording about an appeal process completely. Deneys stated let's see how many they get next year and they can always revisit.

Motion made by Supervisor Schadewald, seconded by Supervisor Deneys to approve as amended, striking Chairperson of the Brown County Administration Committee and adding Brown County Board office. Vote taken. Nay: Kneiszel. MOTION CARRIED 4 to 1

13. Treasurer's Report.

Zeller informed the Court Commissioner ordered that for three of the properties from April 1st remained occupied by former owners or relatives of former owners, they received evictions on those properties September 3. This year they had more than normal. That was something the Sheriff's Department will be moving on in the next 7-10 days. The process of foreclosure will start now in September. They sent out 295 Notices of Intent to begin in August. Up to today, they were down to 158. Sending out pre-notices had reduced their numbers. Last year at this time, they were at 180. They were moving ahead on the 2016 tax year. The 2018 tax bills were due in full July 31st. Legislature passed a 5-day grace period so the final date was August 7. On August 8th they sent out 1,687 delinquency notices representing \$4.2 million dollars for 2018. From August 8th to September 1st, the date he was required to issue the tax certificates, they produced 1,336 for 2018 taxes. That's the remaining delinquency. They had about 500 payments through the month of August.

Zeller informed they spoke previously this year about IRS reimbursement for using their own vehicles. There were 2-county-owned-vehicles for use managed by the County Clerk. He was almost never able to get use of those vehicles and he was tired of taking his own vehicle on county business. Especially where they had to go to these parcels to maintain them. He had tried a month or two in advance and they are almost always reserved. The reimbursement rate was less than the IRS amount and if they can't move the needle somehow he will put in a budget request. Weininger informed this fell under Facilities but the county will be looking at this in 2020 and addressing the issue.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Administration and Human Resources

14. Budget Status Financial Reports for July 2019 (Dept. of Administration and Human Resources) – Unaudited.

Motion made by Supervisor Schadewald, seconded by Supervisor Deneys to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

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15. **Budget Adjustment Log.**

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

16. **Budget Adjustment Request (19-064): Reallocation between two or more departments, regardless of amount.**

Motion made by Supervisor Schadewald, seconded by Supervisor Deneys to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

17. **Budget Adjustment Request (19-072): Reallocation between two or more departments, regardless of amount.**

Motion made by Supervisor Schadewald, seconded by Supervisor Deneys to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

18. **Resolution Regarding Table of Organization Change for the Human Resources Department – Deletion and Addition of Positions.**

Weininger informed when they took over HR they relooked at the whole process. HR was hierarchical in statue and wasn't cross trained. The generalists should be doing the duties of the position they're suggesting to eliminate. They need to better integrate them into the department, so they know why people were leaving, etc. It was streamlining the process and department and holding staff to a higher level of standard for education and build the team up better than what it was before and compensate them to the mid-point to keep them around longer.

Weininger informed the HR Manager Position was still open.

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

19. **Discussion and Possible Action re: Employee Parking Downtown.**

The City of Green Bay was supposed to reach out and they did not.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

20. **Director's Reports (Dept. of Administration and Human Resources).**

They were putting the final touches on the budget and it will be done by the end of the week.

The sales tax lawsuit was last Thursday, he had the sales tax collection which he will start posting in his update in more details. The master plan was the 5-year CIP, it listed all the sales tax projects minus the library. The CIP didn't list what had been expended towards those projects but it gave authorization to expend it. Next month he should be able to provide a better update.

For HR - They were mandating the Active Shooter Training across the county. The Sheriff's office will help with it.

Weininger was working on a Telework/Office Sharing policy relating to managing the footprint of the county.

Healthcare was briefly discussed along with FastCare; given a number of different circumstances, they had to have FastCare for benefit eligible employees, it was specifically a benefit.

A handout re: Clerk of Courts salaries was provided (attached), Weininger informed everyone except for the Deputy Clerk of Courts received an increase. They received an email from the Finance person asking to look at two other comparable counties so they were waiting on that. It was pretty much set until they got the final feedback.

Next month he will talk about Tax Incremental Finance (TIF) and electronic pay.

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Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Other

21. Audit of bills.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to acknowledge receipt of the bills. Vote taken. MOTION CARRIED UNANIMOUSLY

22. Such other matters as authorized by law.

23. Adjourn.

Motion made by Supervisor Schadewald, seconded by Supervisor Deneys to adjourn at 7:07 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

Alicia A. Loehlein
Administrative Coordinator

November 6, 2019

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION APPROVING NEW OR DELETED POSITIONS
DURING THE 2020 BUDGET PROCESS
IN THE TREASURER DEPARTMENT TABLE OF ORGANIZATION

WHEREAS, a table of organization request was submitted by the Treasurer Department (“Department”) during the 2020 budget process; and

WHEREAS, there is currently a (1.00) Account Clerk I position in the Department’s table of organization; and

WHEREAS, the Account Clerk I position has taken on new duties over the past couple of years which now classifies the position as an Account Clerk II; and

WHEREAS, Human Resources in conjunction with the Department recommends the following changes to the Department’s table of organization: the deletion of a (1.00) Account Clerk I position in pay grade D2 in the classification and compensation plan, and the addition of a (1.00) Account Clerk II position in pay grade E2 of the classification and compensation plan.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that the following changes to the Department’s table of organization, as described above and below in the Budget Impact section of this resolution, are hereby approved: Delete a (1.00) Account Clerk I position in pay grade D2 of the classification and compensation plan, and add a (1.00) Account Clerk II position in pay grade E2 of the classification and compensation plan, as requested through the 2020 budget process to be effective January 1, 2020.

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Budget Impact: Treasurer

Annual Budget Impact	FTE	Addition/ Deletion	Salary	Fringe	Total
Account Clerk I \$17.56/hr Position 101.041.080 Hours: 1,965	1.0	Deletion	(\$34,505)	(\$5,301)	(\$39,806)
Account Clerk II \$18.38/hr Position 101.041.080 Hours: 1,965	1.0	Addition	\$36,117	\$5,550	\$41,667
Reduction in Contracted Services					(\$1,100)
Reduction in Overtime					(\$761)
Annualized budget Impact (net impact of position changes)					\$0

Fiscal Note: This resolution does not require an appropriation from the General Fund. The fiscal change of this resolution is reflected in the 2020 Proposed Budget.

Respectfully submitted,
ADMINISTRATION COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

19-099R

Authored by Treasurer's Office

Approved by Corporation Counsel's Office

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
LEFEBVRE	6				
ERICKSON	7				
BORCHARDT	8				
EVANS	9				
VANDER LEEST	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
BALLARD	15				
KASTER	16				
VAN DYCK	17				
LINSEN	18				
KNEISZEL	19				
DESLAURIERS	20				
TRAN	21				
MOYNIHAN, JR.	22				
SUENNEN	23				
SCHADEWALD	24				
LUND	25				
DENEYS	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

HUMAN RESOURCES

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 8-2-19
REQUEST TO: Administration, Executive, and County Board
MEETING DATE: 10/10/19, 10/28/19, 11/6/19, Respectively
REQUEST FROM: Paul Zeller
Treasurer

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: RESOLUTION APPROVING NEW OR DELETED POSITIONS DURING THE 2020 BUDGET
PROCESS IN THE TREASURER DEPARTMENT TABLE OF ORGANIZATION

ISSUE/BACKGROUND INFORMATION:

The current Account Clerk I has taken on additional duties which reclassifies the position now as an Account Clerk II.

ACTION REQUESTED:

Delete 1.0 Account Clerk 1; Add 1.0 Account Clerk II

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. What is the amount of the fiscal impact? 0
2. Is it currently budgeted? ☐ Yes ☐ No ☒ N/A (if \$0 fiscal impact)
 - a. If yes, in which account? _____
 - b. If no, how will the impact be funded? reduction in overtime and contracted services
 - c. If funding is from an external source, is it one-time ☐ or continuous? ☒
3. Please provide supporting documentation of fiscal impact determination.

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

November 6, 2019

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION APPROVING NEW OR DELETED POSITIONS
DURING THE 2020 BUDGET PROCESS
COUNTY CLERK AND COUNTY BOARD TABLES OF ORGANIZATION

WHEREAS, table of organization requests were submitted by the County Clerk Department and the County Board Department (“Departments”) during the 2020 budget process, and the Human Resources Department has reviewed the requests with the Departments; and

WHEREAS, Wisconsin State Statute Section 59.23 lists County Clerk Department duties, some of which currently have associated positions in the County Board Department; and

WHEREAS, if approved, the (1.00) Chief Deputy County Clerk position will be taking on additional duties and increased supervision which warrants a pay increase; and

WHEREAS, if approved, the current County Board (0.40) Administrative Assistant position will no longer be needed for coverage; and

WHEREAS, Human Resources, in conjunction with the Departments, recommends the following changes to the County Board Department’s table of organization: the deletion of a (1.00) Administrative Coordinator position, the deletion of a (0.88) Administrative Specialist position and the deletion of a (0.40) Administrative Assistant position, and a decrease of \$1,500 of budgeted overtime; and

WHEREAS, Human Resources, in conjunction with the Departments, recommends the following changes to the County Clerk Department’s table of organization: the addition of a (1.00) Administrative Coordinator position, the addition of a (0.88) Administrative Specialist position, an increase in pay from \$26.89 per hour to \$28.13 per hour for the Chief Deputy County Clerk position, and an increase of \$1,500 of budgeted overtime.

3a

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that the following changes to the Departments' tables of organization, as described above and below in the Budget Impact section of this resolution, are hereby approved: 1) County Board Department's table of organization: the deletion of a (1.00) Administrative Coordinator position, the deletion of a (0.88) Administrative Specialist position and the deletion of a (0.40) Administrative Assistant position, along with the deletion of \$1,500 of budgeted overtime, as requested through the 2020 budget process to be effective January 1, 2020; and 2) County Clerk Department's table of organization: the addition of a (1.00) Administrative Coordinator position, the addition of a (0.88) Administrative Specialist position, an increase in pay from \$26.89 per hour to \$28.13 per hour for the Chief Deputy County Clerk position, and an increase of \$1,500 of budgeted overtime, as requested through the 2020 budget process to be effective January 1, 2020.

Budget Impact: County Board

Annual Budget Impact	FTE	Addition/ Deletion	Salary	Fringe	Total
Administrative Specialist \$19.00/hr Position 101.060.006 Hours: 1,844	0.88	Deletion	(\$35,045)	(\$5,385)	(\$40,430)
Administrative Coordinator \$21.95/hr Position 102.060.006 Hours: 2,096	1.00	Deletion	(\$46,007)	(\$8,348)	(\$54,355)
Administrative Assistant \$16.96/hr Position 103.060.006 Hours: 786	0.40	Deletion	(\$13,331)	(\$1,050)	(\$14,381)
Budgeted Overtime					(\$1,500)
Annual Budget Impact					(\$110,666)

Budget Impact: County Clerk

Annual Budget Impact	FTE	Addition/ Deletion	Salary	Fringe	Total
Administrative Specialist \$19.00/hr Position 101.060.006 Hours: 1,844	0.88	Addition	\$35,045	\$5,385	\$40,430
Administrative Coordinator \$21.95/hr Position 102.060.006 Hours: 2,096	1.00	Addition	\$46,007	\$8,348	\$54,355
Chief Deputy County Clerk \$26.89/hr Position 102.270.019 Hours: 2,096	1.00	Deletion	(\$56,361)	(\$26,317)	(\$82,678)

Chief Deputy County Clerk \$28.13/hr Position 102.270.019 Hours: 2,096	1.00	Addition	\$58,960	\$26,717	\$85,677
Budgeted Overtime					\$1,500
Annual Budget Impact					\$99,284
Overall Annual Budget Impact					(\$11,382)

Fiscal Note: This resolution does not require an appropriation from the General Fund. The fiscal change of this resolution is reflected in the 2020 Proposed Budget.

Respectfully submitted,
ADMINISTRATION COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

19-084R

Authored by Human Resources

Final Draft Approved by Corporation Counsel's Office

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
LEFEBVRE	6				
ERICKSON	7				
BORCHARDT	8				
EVANS	9				
VANDER LEESE	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
BALLARD	15				
KASTER	16				
VAN DYCK	17				
LINSSEN	18				
KNEISZEL	19				
DESLAURIERS	20				
TRAN	21				
MOYNIHAN, JR.	22				
SUENEN	23				
SCHADEWALD	24				
LUND	25				
DENEYS	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

3a

HUMAN RESOURCES

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 7-11-19
REQUEST TO: Administration, Executive, and County Board
MEETING DATE: 10/10/19, 10/28/19, 11-6-19, respectively
REQUEST FROM: Sandy Juno, County Clerk
Pat Moynihan, County Board Chair

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: RESOLUTION APPROVING NEW OR DELETED POSITIONS DURING THE 2020 BUDGET
PROCESS IN THE COUNTY CLERK DEPARTMENT AND THE COUNTY BOARD DEPARTMENT –

ISSUE/BACKGROUND INFORMATION:

The department is requesting a Table of Organization change to move 2 positions from the County Board to the County Clerk's department per 59.23 of the Wisconsin State Statute. Delete Administrative Assistant .40 and give Chief Deputy County Clerk a pay increase for extra duties and supervision of 2 additional staff.

ACTION REQUESTED:

Approve the request to move positions from County Board to County Clerk per 59.23 of the Wisconsin State Statute for the Table of Organization for 2020.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. What is the amount of the fiscal impact? (\$11,382)
2. Is it currently budgeted? ☒ Yes ☐ No ☐ N/A (if \$0 fiscal impact)
 - a. If yes, in which account? _____
 - b. If no, how will the impact be funded? _____
 - c. If funding is from an external source, is it one-time ☐ or continuous? ☐
3. Please provide supporting documentation of fiscal impact determination.

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

3a

November 6, 2019

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION AUTHORIZING
FULL TIME EMPLOYEE WAGE ADJUSTMENTS**

WHEREAS, the Wisconsin Employment Relations Commission (WERC) has set the 2020 Cost of Living Wage Adjustment at 2.07% for January 2020; and

WHEREAS, in order for the County to remain competitive in the labor market in 2020, it is desirable for the County to provide a 2.07% wage increase to all Non-Union Brown County employees (not including Limited Term or Seasonal employees or Elected Officials) that receive a satisfactory 2019 Performance Review, for fiscal year 2020; and

WHEREAS, it is also desirable for the County to authorize Administration to approve of Union contracts with wage increases up to 2.07% for Union represented employees that receive a satisfactory 2019 Performance Review, for fiscal year 2020; and

WHEREAS, it is also desirable for the County to provide Administration with the discretion to allocate any set-aside appropriated General Revenue Wage Funds to make wage adjustments in accordance with Administration Policy A-33, entitled *Compensation Adjustment Policy*, for employees of Departments covered under the Classification and Compensation study.

NOW, THEREFORE, BE IT RESOLVED that the Brown County Board of Supervisors hereby authorizes and directs that a 2.07% wage increase be provided to all Non-Union Brown County employees (not including Limited Term or Seasonal employees or Elected Officials) that receive a satisfactory 2019 Performance Review, for fiscal year 2020; and

BE IT FURTHER RESOLVED that Administration is authorized to approve of Union contracts with wage increases up to 2.07% for Union represented employees that receive a satisfactory 2019 Performance Review, for fiscal year 2020; and

BE IT FURTHER RESOLVED that Administration shall have the discretion to allocate any set-aside appropriated General Revenue Wage Funds to make wage adjustments in accordance with Administration Policy A-33, entitled *Compensation Adjustment Policy*, for employees of Departments covered under the Classification and Compensation study; and

BE IT FURTHER RESOLVED that Administration is hereby authorized to take all and any actions necessary to carry out the authorizations and directives contained in this resolution.

Fiscal Note: This resolution is reflected in the 2020 Proposed Budget.

Respectfully submitted,
ADMINISTRATION COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

19-117R
Authored by Human Resources
Approved by Corporation Counsel's Office

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
LEFEBVRE	6				
ERICKSON	7				
BORCHARDT	8				
EVANS	9				
VANDER LEEST	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
BALLARD	15				
KASTER	16				
VAN DYCK	17				
LINSEN	18				
KNEISZEL	19				
DESLAURIERS	20				
TRAN	21				
MOYNIHAN, JR.	22				
SUENNEN	23				
SCHADEWALD	24				
LUND	25				
DENEYS	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

November 6, 2019

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION APPROVING CHANGES TO
THE BROWN COUNTY EMPLOYEE BENEFITS PLAN**

WHEREAS, Human Resources is charged with planning and administrating the Brown County Employee Benefits Plan, which provides various benefits through various funds, including providing employee and retiree health insurance through the Employee Health Insurance Fund (EHIF); and

WHEREAS, the EHIF is performing above average in 2019, is projected to trend favorably in 2020, and the County's health insurance benefits advisor, Associated Benefits and Risk Consultation (ABRC), is not recommending changes to the EHIF in 2020; and

WHEREAS, in order to continue the EHIF's positive trend going forward, it is desirable to require Employee Spouses that are covered under the County's health insurance plan to participate in yearly Personal Health Assessments (PHAs), so that Employee Spouses become more actively engaged in managing their health in order to help curb future County health insurance plan cost increases; and

WHEREAS, the Wisconsin Department of Employee Trust Funds offers a retiree health insurance plan for former County employees called the Local Annuitant Health Program; and

WHEREAS, the County currently maintains a separate cost pool for retiree health insurance plan premiums, but did not have any retiree health insurance plan participants in 2018 or 2019, and it is desirable to terminate the County retiree health insurance plan going forward.

NOW, THEREFORE, BE IT RESOLVED that the Brown County Board of Supervisors hereby authorizes and approves of the following County Employee Benefits Plan changes:

1) Employee Spouses who are enrolled in the County health insurance plan shall participate in the annual PHA in 2020 *for 2021 coverage*. The PHA scores of Employee Spouses shall not affect the family rate charged to the employee, but the failure of an Employee Spouse to participate in the annual PHA will place the employee's family rate at the non-participation level; and

2) The County retiree health insurance plan option shall terminate at the end of 2019, and Administration shall inform County employee retirees of the State of Wisconsin's Local Annuitant Health Program, and of potential COBRA and other potential public and private health insurance options; and

BE IT FURTHER RESOLVED that the Brown County Board of Supervisors hereby directs that the Employee Assistance Program (EAP) shall continue to be available to all County employees and their dependents; and

BE IT FURTHER RESOLVED that the Brown County Board of Supervisors hereby directs that health insurance benefits such as FastCare, TeleDoc, and Nurseline shall be exclusively available for employees and their dependents that are actively enrolled in the County health insurance plan; and

BE IT FINALLY RESOLVED that the Brown County Board of Supervisors hereby authorizes Administration to direct ABRC to seek and secure benefit cost savings by negotiating rates without changing the level of County employee benefits currently provided.

Fiscal Note: This resolution is reflected in the proposed 2020 Budget.

Respectfully submitted,
ADMINISTRATION COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

19-120R

Authored by Human Resources

Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
LEFEBVRE	6				
ERICKSON	7				
BORCHARDT	8				
EVANS	9				
VANDER LEESE	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
BALLARD	15				
KASTER	16				
VAN DYCK	17				
LINSSEN	18				
KNEISZEL	19				
DESLAURIERS	20				
TRAN	21				
MOYNIHAN, JR.	22				
SUENNEN	23				
SCHADEWALD	24				
LUND	25				
DENEYS	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

November 6, 2019

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION ESTABLISHING SALARIES OF CERTAIN ELECTIVE OFFICIALS
COUNTY BOARD CHAIR, VICE-CHAIR AND SUPERVISORS

WHEREAS, the Brown County Code requires that compensation for certain elective County Officials be established by the Brown County Board of Supervisors before the earliest time for filing nomination papers for such elective offices; and

WHEREAS, the Brown County Board of Supervisors desires to set the compensation for the Brown County Board Chair, Vice-Chair and Supervisors.

NOW, THEREFORE, BE IT RESOLVED that the Brown County Board of Supervisors does hereby establish the total annual compensation for the County Board Chair, Vice-Chair and Supervisors, to be effective the first day of a term of office that begins after the date this resolution is adopted, as follows:

Year	Chair	Vice-Chair	Supervisors
04/2018-04/2020	\$11,400	\$9,400	\$7,956
04/2020-04/2022	\$11,400	\$9,400	\$7,956

*Fiscal Note: This resolution does not require an appropriation from the General Fund and is reflected in the 2020 Proposed Budget. **\$2,332 is unallocated in the County Board's 2020 Personnel Expenses**.*

Respectfully submitted,

ADMINISTRATION COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

10

19-119R

Authored by County Board Office

Approved by Corporation Counsel's Office

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
LEFEBVRE	6				
ERICKSON	7				
BORCHARDT	8				
EVANS	9				
VANDER LEEST	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
BALLARD	15				
KASTER	16				
VAN DYCK	17				
LINSSEN	18				
KNEISZEL	19				
DESLAURIERS	20				
TRAN	21				
MOYNIHAN, JR.	22				
SUENNEN	23				
SCHADEWALD	24				
LUND	25				
DENEYS	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

COUNTY BOARD OFFICE

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 9/11/2019
REQUEST TO: Administration, Executive, and County Board
MEETING DATE: 10-10-19, 10-28-19; 11-6-19
REQUEST FROM: Administration Committee

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: RESOLUTION RE: ESTABLISHING THE SALARIES OF CERTAIN ELECTIVE OFFICIALS
COUNTY BOARD CHAIR, VICE-CHAIR AND SUPERVISORS

ISSUE/BACKGROUND INFORMATION:

This resolution is created to establish the salaries of the elective officials.

ACTION REQUESTED:

Approve salaries of the elective officials.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. What is the amount of the fiscal impact?
2. Is it currently budgeted? ☐ Yes ☐ No ☒ N/A (if \$0 fiscal impact)
 - a. If yes, in which account? _____
 - b. If no, how will the impact be funded?
 - c. If funding is from an external source, is it one-time ☐ or continuous? ☐
3. Please provide supporting documentation of fiscal impact determination.

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

Citizens Redistricting Advisory Subcommittee
Monday, September 30, 2019
Meeting Minutes

- I. Chair Linssen called meeting to order at 6:00 p.m. Present: T. Sieber, P. Parish, T. Lund, C. McCutcheon, and H. Rodriguez. Excused: R. Davis.**
- II. Motion to approve the minutes of July 23, 2019 meeting made by T. Sieber. Seconded by T. Lund. Motion carried unanimously.**
- III. Motion to approve the agenda made by T. Lund. Seconded by H. Rodriguez. Motion carried unanimously.**

Comments from the Public: None.

- 1. Discussion and Adoption of Proposed Ordinance to send to Public Hearing for Comment.

Linssen read through the proposed ordinance by sections.

Motion to change the language from "be affiliated" to "must not be a dues paying member of a political party" in Section 3 made by T. Sieber. Seconded by T. Lund. Motion carried unanimously.

Motion to change the language from "be affiliated" to "be a dues paying member of a political party" in Section 4 made by T. Lund. Seconded by T. Sieber. Motion carried unanimously.

Motion to add clarification in Section 4 made by T. Sieber. Seconded by T. Lund. Motion carried unanimously.

Motion to change the language from "to enhance the participation of members of racial or language minority groups in the political process and their ability to elect representatives of choice" to "as defined in the WI Legislative Reference Bureau 2020 Redistricting Guide" in Section 5 made by P. Parish. Seconded by C. McCutcheon. Motion carried unanimously.

Motion to include clarification by adding "in no particular order" in Section 5 made by C. McCutcheon. Seconded by T. Lund. Motion carried unanimously.

Motion to take out the numbering and include bullet points made by T. Lund. Seconded by C. McCutcheon. Motion carried unanimously.

Motion to take out the word "a" in Section 7 made by C. McCutcheon. Seconded by T. Sieber. Motion carried unanimously.

Motion to take out "vote on and" in Section 7 made by P. Parish. Seconded by C. McCutcheon. Motion carried unanimously.

Motion to change the language from "Citizens Drafting Committee" to "Citizens Drafting Committee's" in Section 8 made by P. Parish. Seconded by T. Sieber. Motion carried unanimously.

Motion to add the word "a" in Section 9 made by T. Lund. Seconded by C. McCutcheon. Motion carried unanimously.

Motion to change the language from "ethics sanctions and/or removal from office" to "referral to Ethics Committee" in Section 10 made by P. Parish. Seconded by T. Sieber. Motion carried unanimously.

Motion to change the language from "may" to "will" in Section 10 made by T. Lund. Seconded by H. Rodriguez. Motion carried unanimously.

Motion to approve the Proposed Ordinance to send to Public Hearing for Comment with the above changes made by T. Lund. Seconded by C. McCutcheon. Motion carried unanimously.

1a

2. Discussion and Adoption of Proposed Resolution to send to Public Hearing for Comment.

Linssen read through the proposed resolution by sections.

Motion to change the language in Section 2 made by T. Lund. Seconded by T. Sieber. Motion carried unanimously.

Motion to add "the" in Section 2 made by T. Lund. Seconded by C. McCutcheon. Motion carried unanimously.

Motion to accept the Proposed Resolution to send to Public Hearing for Comment as modified made by T. Lund. Seconded by P. Parish. Motion carried unanimously.

3. Set date and time for Public Hearing on Proposed Resolution.

Motion to set the date and time for the Public Hearing on Proposed Resolution for Tuesday, October 29, 2019 at 6 p.m. made by T. Sieber. Seconded by P. Parish. Motion carried unanimously.

Motion to request the Executive Committee to request a representative from the Corporate Council's or the WCA's office to attend the Public Hearing on Proposed Resolution made by T. Sieber. Seconded by H. Rodriguez. Motion carried unanimously.

4. Such other matters as authorized by law.

Next meeting tentatively scheduled for Tuesday, December 3, 2019 at 6 p.m.

5. Adjourn.

Motion to adjourn the meeting at 7:15 p.m. made by P. Parish. Seconded by T. Sieber. Motion carried unanimously.

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, June 17, 2019, 3:30 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

ROLL CALL:

Tom Deidrick-Vice Chair	<u>X</u>	Ann Hartman	<u>X</u>
John Fenner	<u>X</u>	Sup. Andy Nicholson	<u>X</u>
Corday Goddard-Chair	<u>X</u>		

OTHERS PRESENT: Adam Kofoed, Patrick Leifker, Randy Gast, Matt Roberts, Kathy Meyer, and Zach Chartrand,

APPROVAL OF MINUTES:

1. Approval of the minutes from the May 20, 2019 meeting of the Brown County Housing Authority.

A motion was made by A. Nicholson, seconded by A. Hartman to approve the minutes from the May 20, 2019 meeting of the Brown County Housing Authority. Motion carried.

COMMUNICATIONS:

2. Mileage reimbursement for BCHA Commissioners.

Adam Kofoed stated that twice a year, BCHA Commissioners are able to claim mileage reimbursement for their travel to the meetings. A. Kofoed stated there is a mileage reimbursement form in the packet. If you would like the form emailed to you, please contact Adam. Please submit forms to Adam prior to July 17 if you wish to be reimbursed by the July meeting.

3. HUD's official response of the BCHA's portability waiver request.

A. Kofoed provided an update on HUD's official response of the BCHA's portability waiver request. As reported at the April 15 Housing Authority meeting, HUD explained that they would not be recommending approval of our request. A. Kofoed stated we officially received HUD's response. HUD headquarters did not approve the BCHA's request. HUD Milwaukee staff did recommend that one alternative to reducing our portability numbers is to increase our project based voucher usage.

A motion was made by A. Nicholson, seconded by A. Hartman to receive and place on file. Motion carried.

REPORTS:

4. Report on Housing Choice Voucher Rental Assistance Program:

A Preliminary Applications

There were 192 preliminary applications for May.

B. Unit Count

The unit count for May was 2,915.

C. Housing Assistance Payments Expenses

The May HAP expense totaled \$1,331,352.

D. Housing Quality Standard Inspection Compliance

There were a total of 392 inspections conducted for May. Out of the 392 inspections; 189 passed initial inspection, 79 passed re-inspection; 99 failed; and 25 were a no show.

- E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
For the month of May there were 273 port outs with an associated HAP expense of \$252,554.00. ICS was under spent by \$4,445.76 and the FSS underspent by \$1,613.79.
- F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)
In May there were 78 active FSS clients, 58 clients in level one; 11 clients in level two; 2 client in level three and 7 clients in level four. There were 10 new contracts signed, 0 graduates, 37 active escrow accounts and 46 active homeowners.
- G. VASH Reports (new VASH and active VASH)
For May there were 0 new VASH clients, for a total of 33 active VASH clients.
- H. Langan Investigations Criminal Background Screening and Fraud Investigations
For May, there were 32 total investigations, 6 new investigations, 25 outstanding cases and 1 case closed. There were 180 new applications processed, 179 were approved and 1 was denied. The breakdown for fraud investigations by Municipality is as follows: Green Bay, DePere, and Ashwaubenon. Applications by Municipality is as follows: vast majority in Green Bay, and representative population of every jurisdiction in the county and Other (outside of Brown County).

A motion was made by A. Nicholson, seconded by T. Diedrick to receive and place on file. Motion carried.

NEW BUSINESS:

- 5. Consideration and review of progress on the new Family Unification Program (FUP) vouchers.

Patrick Leifker stated that in 2018 BCHA was awarded 52 vouchers for the Family Unification Program (FUP). The actual administration of those vouchers began on March 1, 2019. P. Leifker explained what the two target populations of the FUP vouchers are. Since the award of these vouchers, BCHA staff, ICS staff along with service providing agencies have met to establish the process & procedures for the administration of these vouchers. P. Leifker stated that we have received 21 referrals since March; 13 initial appointments conducted; and 7 vouchers have been issued. P. Leifker stated voucher holders will be receiving direct case management from the service providing agencies that referred them to the BCHA.

Adam Kofoed provided some homeless statistics from the WI State Department of Institutions' Homeless Student Enrollment Data. They define homeless as someone who is doubled-up or "couch surfing". The numbers have stabilized since 2008, but are still considerably higher than before 2008 recession. In reviewing the state statistics, there is a statewide problem of homelessness not just within Brown County.

A. Hartman asked what the definition of homelessness is and stated she has heard that students in foster care or students living with aunts & uncles are considered homeless and asked A. Kofoed if this was true. A. Kofoed stated he would look into trying to find the definition of homelessness and get back to A. Hartman.

A motion was made by A. Nicholson, seconded by J. Fenner to receive and place on file. Motion carried.

6. Consideration and review of a draft gap financing policy regarding future financial assistance for large-scale property developments.

Adam Kofoed reminded board members that BCHA has had discussions on having a GAP financing policy and how best to use its unrestricted funds when it comes to larger scale developments.

Adam Kofoed drafted a policy and A. Kofoed is looking for input on the policy and an interest rate. A. Kofoed provided a table with Pros & Cons of potential interest rates.

Discussion occurred on interest rates.

A. Kofoed stated he is looking for approval today on the draft policy and decide on a preferred interest rate. Adam will bring back an official policy next month. If you have any comments before next month's meeting, please contact Adam.

A motion was made by A. Nicholson, seconded by A. Hartman to accept and place on file the draft gap financing policy and ask that next month Adam bring back a formal policy with recommendations on an interest rate for further discussion. Motion carried.

BILLS AND FINANCIAL REPORT:

7. Consideration with possible action on acceptance of BCHA bills.

A. Kofoed presented the BCHA bills.

- Audit done last month, under what we have budgeted for.

A motion was made by A. Nicholson, seconded by A. Hartman to accept and place on file the BCHA bills. Motion carried.

8. Consideration with possible action on acceptance of BCHA financial report.

A. Kofoed presented the BCHA financial report.

- Switching to Nicolet National Bank was been beneficial as the BCHA has already received \$14,670.79 in interest.
- About 41% of our budget.

A motion was made by A. Nicholson, seconded by J. Fenner to accept and place on file the BCHA financial report. Motion carried.

STAFF REPORTS AND INFORMATIONAL:

9. Executive Director's Report

- a. Milwaukee Meeting with Potential Development Partners.

Adam Kofoed provided a brief overview of a recent meeting he and Chuck Lamine had with Cardinal Capital in Milwaukee. They toured a couple of projects, one being a facility for deaf seniors. A. Kofoed stated Chuck would provide a more detailed report of the visit with Cardinal Capital at a future meeting.

10. Housing Administrator's Report

- a. Housing Affordability Reports.

The Wisconsin State Legislature requires communities with populations of 2,000 or more residents to establish annual housing affordability and housing fee reports. BC planning staff discussed and determined the best fit to help communities complete these reports would be at the BCHA due to its common mission. BCHA staff is currently drafting proposals and cost estimates to help communities complete a report. A. Kofoed indicated that this will not affect his admin budget.

- b. Memorandum of Understanding (MOU) update with BC Health.
A Memorandum of Understanding was executed between BC staff, ICS and BC Health staff in terms of sharing data with housing that has children with high lead level tests. We did receive two addresses, but neither one was a voucher unit.
- c. Lead Based Paint Hazard Reduction Program (LBPHC).
Adam Kofoed stated we have been approached by HUD to apply for a Lead Based Paint Hazard Reduction grant. Adam summarized the grant program and funding. A. Kofoed indicated that the Milwaukee Field Staff Director will be coming to Green Bay this week to discuss the grant program. A. Kofoed stated he does not recommend pursuing this grant.
- d. Lead Based Paint Housing Statistics for Brown County.
A. Kofoed summarized the lead based paint housing statistics for Brown County.

11. OTHER BUSINESS:

None.

Date of next meeting: July 15, 2019.

A motion was made by A. Nicholson, seconded by A. Hartman to adjourn. Motion carried.
Meeting adjourned at 4:05pm

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, August 19, 2019, 3:30 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

ROLL CALL:

Tom Deidrick-Vice Chair	<u>Exc</u>	Ann Hartman	<u>X</u>
John Fenner	<u>X</u>	Sup. Andy Nicholson	<u>Abs</u>
Corday Goddard-Chair	<u>X</u>		

OTHERS PRESENT: Chuck Lamine, Patrick Leifker, Matt Roberts, Kathy Meyer, Megan Walker, Andy Dillins, Jayme Valentine, David Dietrich, Stephanie Schmutzer, and Cheryl Renier-Wigg

APPROVAL OF MINUTES:

1. Approval of the minutes from the June 17, 2019 meeting of the Brown County Housing Authority.

A motion was made by A. Hartman, seconded by J. Fenner to approve the minutes from the June 17, 2019 meeting of the Brown County Housing Authority. Motion carried.

REPORTS:

2. Report on Housing Choice Voucher Rental Assistance Program:

A. Preliminary Applications

There were 246 preliminary applications for July.

B. Unit Count

The unit count for July was 2,909.

C. Housing Assistance Payments Expenses

The July HAP expense totaled \$1,354,169.

D. Housing Quality Standard Inspection Compliance

There were a total of 408 inspections conducted for July. Out of the 408 inspections; 219 passed initial inspection, 70 passed re-inspection; 88 failed; and 31 were a no show.

E. Program Activity/52681B (administrative costs, portability activity, SEMAP)

For the month of July there were 264 port outs with an associated HAP expense of \$254,699.00. ICS was under spent by \$2,260.93 and the FSS underspent by \$377.04.

F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)

In July there were 88 active FSS clients, 47 clients in level one; 26 clients in level two; 6 client in level three and 8 clients in level four. There were 2 new contracts signed, 1 graduate, 37 active escrow accounts and 47 active homeowners.

G. VASH Reports; Omitted from Reporting

H. Langan Investigations Criminal Background Screening and Fraud Investigations

For July, there were 37 total investigations, 2 new investigations, 20 outstanding cases and 7 case closed. There were 177 new applications processed, 172 were approved and 3 were denied and 2 pending. The breakdown for fraud investigations by Municipality is as follows: Green Bay, DePere, and Ashwaubenon. Applications by Municipality is as follows: Green Bay, and Ashwaubenon, and Other (outside of Brown County).

- I. Quarterly Langan Background Check Denials Report. A total of 2 for second quarter, 1 for manufacture/deliver heroin and 1 for possession of marijuana.
- J. Quarterly Active Cases Breakdown. As of July 1, 2019, there were 2,778 active cases, 56% Head of household elderly/disabled, 31% Head of household not elderly/disabled with earned income, 10% Head of household not elderly/disabled with no earned income and with dependents; 3% Head of household, not elderly/disabled with no earned income and no dependents.,
- K. Quarterly End of Participation. 104 total terminations; largest port out absorbed, family obligations violation and voluntary termination.
- L. Quarterly Customer Service Satisfaction. For all responses received for second quarter, 78% Excellent, 16% Very Good, 5% Good, 1% Fair and 0% Poor.

A motion was made by A. Hartman, seconded by J. Fenner to receive and place on file. Motion carried.

NEW BUSINESS:

- 3. Consideration with possible action to approve BCHA support on the repositioning of GBHA scattered sites housing units under Section 18 of the Housing Act of 1937.

C. Lamine reported that on June 11, 2019, BCHA and ICS staff met with the GBHA to discuss the option of BCHA supporting their request to reposition 50 of their scattered housing units. C. Lamine stated that the BCHA will get additional administrative fees; ICS expenditures will roughly remain the same as they are able to absorb an additional 50 units for inspection; and this gives the City an additional tool where they can increase homeownership options for Brown County residents. C. Renier-Wigg stated that HUD provides dollars to maintain these scattered sites and is encouraging repositioning these sites. Green Bay Housing would own these sites and would apply for the project based vouchers. BCHA staff recommends approval

A motion was made by A. Hartman, seconded by J. Fenner to support the repositioning of GBHA scattered sites housing units under Section 18 of the Housing Act of 1937. Motion carried.

- 4. ICS's Annual Report for 2018 for housing programs, self-sufficiency programs, and customer service.

P. Leifker provided a summary of the annual report. The report provides data on the housing programs, self-sufficiency programs and customer service reports.

C. Goodard asked if there were any main point of the report. P. Leifker noted that the number of rowhouses and garden apartments that we have and the program utilizes. Discussion ensued.

A. Hartman asked the difference between older homes converted vs. multi-family. M. Roberts stated that an older home converted seems to be more of the large single family made into more segmented into individual rental units vs. an intended multi-family units constructed that way.

A motion was made by J. Fenner, seconded by A. Hartman to receive and place on file ICS's Annual Report for 2018 for housing programs, self-sufficiency programs and customer services. Motion carried.

- 5. ICS's Five Year Report from 2013-2018 for housing programs, self-sufficiency programs, and customer service.

P. Leifker provided a summary of the five-year report. The report is similar to the annual report except it is a 5-year analysis of the previous 5-year reports. Provides the ability to spot trend a little bit more to monitor different areas of the program.

A motion was made by J. Fenner, seconded by A. Hartman to receive and place on file ICS's Five Year Report from 2013-2018 for housing programs, self-sufficiency programs and customer services with reservation to ask questions regarding the report at our next meeting. Motion carried.

6. Consideration with possible action regarding moving the BCHA September 16, 2019 meeting to the date of September 9, 2019.

C. Lamine suggested moving the BCHA board meeting from the 16th to the 23rd, rather than the 9th as he will be on vacation. C. Lamine explained that the WAHA 2019 fall conference is being held September 16-19 in Milwaukee and Patrick will be attending the conference.

J. Fenner stated he would also like to attend the fall conference. C. Lamine indicated that he and K. Meyer will get John registered for the conference.

A motion was made by A. Hartman, seconded by J. Fenner to move the September 16th BCHA meeting to September 23, 2019. Motion carried.

7. Adam Kofoed's resignation letter as the Housing Administrator for the BCHA.

C. Lamine indicated that Adam had an opportunity to take a position back in his home state of Iowa. Adam's last day with Brown County was July 23, 2019.

8. Patrick Leifker's appointment as the new Housing Administrator for the BCHA.

C. Lamine introduced Patrick Leifker as the new Housing Administrator. C. Lamine is pleased to have Patrick join Brown County, and his first day will be Wednesday, August 28, 2019.

J. Fenner expressed some concern that the Board was not involved in the hiring decision process.

A motion was made by A. Hartman, seconded by J. Fenner to accept and place on file the hiring of Patrick Leifker as the new Brown County Housing Administrator. Motion carried.

BILLS AND FINANCIAL REPORT:

9. Consideration with possible action on acceptance of BCHA bills.

C. Lamine indicated that the checks include bills that were from July as well as this month. Nothing significant to note.

A motion was made by A. Hartman, seconded by J. Fenner to accept and place on file the BCHA bills. Motion carried.

10. Consideration with possible action on acceptance of BCHA financial report.

C. Lamine stated that we are on target with the budget. Nothing significant to report.

A motion was made by A. Hartman, seconded by J. Fenner to accept and place on file the BCHA financial report. Motion carried.

STAFF REPORTS AND INFORMATIONAL:

11. Executive Director's Report

a. Milwaukee Meeting with Potential Development Partners.

C. Lamine provided a brief overview of a recent meeting he and Adam Kofoed had with Cardinal Capital in Milwaukee in June. They toured several projects in the Milwaukee area. Cardinal Capital has offices in Milwaukee and Madison and we have worked successfully in the past with them.

b. Transitioning Process.

C. Lamine briefly commented on the transitioning process for both BCHA and ICS. C. Lamine stated he is looking forward to getting Patrick on board.

c. VA letter of support for additional VASH vouchers.

Additional VAHS vouchers are being made available by HUD. There have been ongoing communications with the BCHA and the VA office. There is interest from the BCHA to do what we can to assist the Veterans. C. Lamine indicated that he has asked P. Leifker to move forward with this project to seek additional VASH vouchers. P. Leifker indicated that the information he submitted was a registration of interest. P. Leifker stated that it will probably be later this year that he receives information back from HUD.

12 OTHER BUSINESS:

C. Lamine indicated that we were scheduled for a 3-day HUD visit/audit of the voucher management system in the early part of September. C. Lamine stated he sent them a letter asking for a 30-60 day delay in the visit due to the turnover of staff both with BCHA and ICS. As of today, we have not been able to confirm a new date for the visit.

Date of next meeting: September 23, 2019.

A motion was made by A. Hartman, seconded by J. Fenner to adjourn. Motion carried.
Meeting adjourned at 4:13 p.m.

Brown County Clerk Budget Status Report

August 31, 2019		Annual	YTD	YTD %
EXPENDITURES		Budget	Transactions	Budget
Personnel Costs	\$	396,096	\$ 251,211	63%
Operating Costs	\$	325,909	\$ 172,255	53%
Outlay	\$	29,900	\$ 29,900	100%
REVENUES				
Property Tax	\$	269,431	\$ 179,621	67%
Public Charges	\$	310,380	\$ 220,142	71%
Intergov'tl. Charge for Serv.	\$	120,796	\$ 127,934	106%
Misc.	\$	150	\$ 255	170%
Carryover	\$	29,900	\$ 29,900	100%
Transfer In	\$	7,000	\$ -	0%

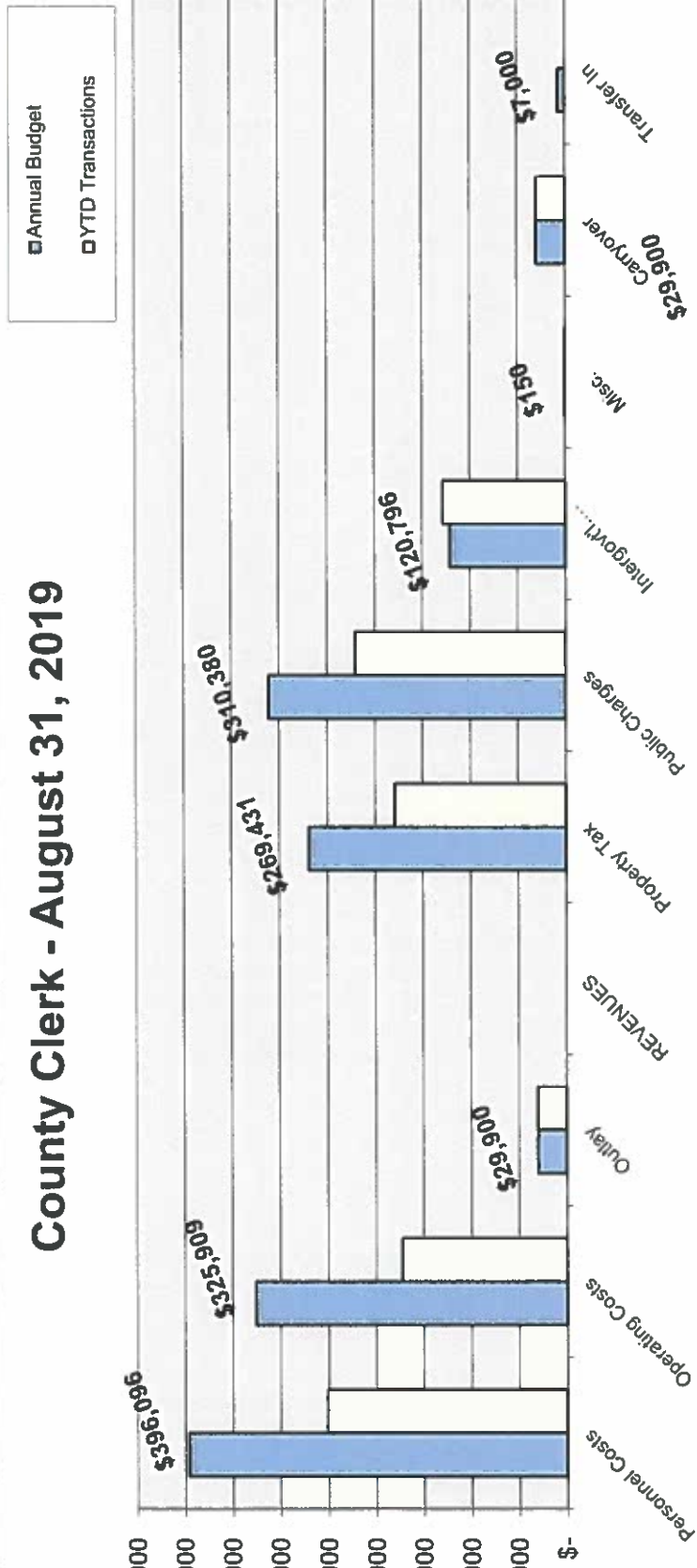
Unaudited

HIGHLIGHTS - January-August Percent of Fiscal Year (67%)

Expenditures: Outlay is for the purchase of 5 additional DS-200 tabulators.

Revenues: Revenues are high due to passport sales and revenue collected from municipalities for DS-200 maintenance fees. Carryover and Transfer in is for the cost of purchasing 5 additional DS-200 tabulators.

County Clerk - August 31, 2019



2



County Clerk Unaudited Monthly Budget Report

Date Range 01/01/19 - 08/31/19

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 100 - General Fund										
REVENUE										
Department 019 - County Clerk										
Property taxes										
4100	General property taxes	269,431.00	.00	269,431.00	22,452.58	.00	179,620.64	89,810.36	67	
	<i>Property taxes Totals</i>	\$269,431.00	\$0.00	\$269,431.00	\$22,452.58	\$0.00	\$179,620.64	\$89,810.36	67%	
Intergov Revenue										
4700	Intergovt charges	120,796.00	.00	120,796.00	.00	.00	127,934.45	(7,138.45)	106	
	<i>Intergov Revenue Totals</i>	\$120,796.00	\$0.00	\$120,796.00	\$0.00	\$0.00	\$127,934.45	(\$7,138.45)	106%	
Public Charges										
4400.194	Permits Work permit	750.00	.00	750.00	152.50	.00	845.00	(95.00)	113	
4400.195	Permits Alarm permits	29,600.00	.00	29,600.00	170.00	.00	26,190.00	3,410.00	88	
4401.192	Licenses Marriage License	92,975.00	.00	92,975.00	12,455.00	.00	58,915.00	34,060.00	63	
4401.194	Licenses Dog	4,300.00	.00	4,300.00	.00	.00	.00	4,300.00	0	
4600.190	Charges and fees Passport	182,100.00	.00	182,100.00	15,000.73	.00	133,526.63	48,573.37	73	
4601.012	Sales Copy machine use	205.00	.00	205.00	8.25	.00	82.25	122.75	40	
4601.196	Sales Directory	250.00	.00	250.00	40.29	.00	407.64	(157.64)	163	
4609	Miscellaneous public charges	200.00	.00	200.00	.00	.00	175.00	25.00	88	
	<i>Public Charges Totals</i>	\$310,380.00	\$0.00	\$310,380.00	\$27,826.77	\$0.00	\$220,141.52	\$90,238.48	71%	
Miscellaneous Revenue										
4900	Miscellaneous	150.00	.00	150.00	15.00	.00	255.00	(105.00)	170	
	<i>Miscellaneous Revenue Totals</i>	\$150.00	\$0.00	\$150.00	\$15.00	\$0.00	\$255.00	(\$105.00)	170%	
Other Financing Sources										
9000	Carryover	.00	29,900.00	29,900.00	.00	.00	29,900.00	.00	100	
9004	Intrafund Transfer In	.00	7,000.00	7,000.00	.00	.00	.00	7,000.00	0	
	<i>Other Financing Sources Totals</i>	\$0.00	\$36,900.00	\$36,900.00	\$0.00	\$0.00	\$29,900.00	\$7,000.00	81%	
	Department 019 - County Clerk Totals	\$700,757.00	\$36,900.00	\$737,657.00	\$50,294.35	\$0.00	\$557,851.61	\$179,805.39	76%	
	REVENUE TOTALS	\$700,757.00	\$36,900.00	\$737,657.00	\$50,294.35	\$0.00	\$557,851.61	\$179,805.39	76%	
EXPENSE										
Department 019 - County Clerk										
Personnel Costs										
5100	Regular earnings	283,805.00	12,476.00	296,281.00	21,206.78	.00	174,366.55	121,914.45	59	
5102.100	Paid leave earnings Vacation	.00	.00	.00	1,339.80	.00	10,239.20	(10,239.20)	+++	
5102.200	Paid leave earnings Personal	.00	.00	.00	89.32	.00	1,840.04	(1,840.04)	+++	
5102.300	Paid leave earnings Casual time used	.00	.00	.00	.00	.00	641.99	(641.99)	+++	
5102.500	Paid leave earnings Holiday	.00	.00	.00	.00	.00	2,521.08	(2,521.08)	+++	
5102.600	Paid leave earnings Other (funeral, jury duty, etc)	.00	.00	.00	.00	.00	357.28	(357.28)	+++	
5103.000	Premium Overtime	3,472.00	.00	3,472.00	142.35	.00	1,599.39	1,872.61	46	
5109.100	Salaries reimbursement Short term disability	.00	.00	.00	.00	.00	(400.80)	400.80	+++	
5110.100	Fringe benefits FICA	21,975.00	955.00	22,930.00	1,691.12	.00	14,009.30	8,920.70	61	
5110.110	Fringe benefits Unemployment compensation	302.00	.00	302.00	23.23	.00	192.28	109.72	64	



County Clerk Unaudited Monthly Budget Report

Date Range 01/01/19 - 08/31/19
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd
Fund 100 - General Fund									
EXPENSE									
Department 019 - County Clerk									
<i>Personnel Costs</i>									
5110.200	Fringe benefits Health Insurance	45,247.00	.00	45,247.00	1,872.92	.00	28,093.80	17,153.20	62
5110.210	Fringe benefits Dental Insurance	4,668.00	.00	4,668.00	191.99	.00	2,879.85	1,788.15	62
5110.220	Fringe benefits Life Insurance	414.00	.00	414.00	.00	.00	261.04	152.96	63
5110.230	Fringe benefits LT disability Insurance	1,029.00	.00	1,029.00	96.84	.00	768.92	260.08	75
5110.235	Fringe benefits ST disability Insurance	1,442.00	.00	1,442.00	135.78	.00	1,078.06	363.94	75
5110.240	Fringe benefits Workers compensation Insurance	341.00	.00	341.00	28.42	.00	227.36	113.64	67
5110.300	Fringe benefits Retirement	19,153.00	817.00	19,970.00	1,491.96	.00	12,536.25	7,433.75	63
	<i>Personnel Costs Totals</i>	\$381,848.00	\$14,248.00	\$396,096.00	\$28,310.51	\$0.00	\$251,211.59	\$144,884.41	63%
<i>Operating Expenses</i>									
5300	Supplies	.00	.00	.00	.00	.00	63.49	(63.49)	+++
5300.001	Supplies Office	13,200.00	.00	13,200.00	79.29	.00	2,545.22	10,654.78	19
5300.004	Supplies Postage	10,807.00	.00	10,807.00	1,225.21	.00	5,991.06	4,815.94	55
5304	Printing	2,500.00	.00	2,500.00	.00	.00	354.31	2,145.69	14
5304.100	Printing Forms	38,500.00	.00	38,500.00	.00	.00	.00	38,500.00	0
5305	Dues and memberships	544.00	.00	544.00	.00	.00	325.00	219.00	60
5306.100	Maintenance agreement Software	48,503.00	1,033.00	49,536.00	.00	.00	54,075.02	(4,539.02)	109
5307.100	Repairs and maintenance Equipment	31,209.00	.00	31,209.00	.00	.00	12,308.70	18,900.30	39
5310	Advertising and public notice	25,600.00	.00	25,600.00	295.60	.00	12,306.95	13,293.05	48
5330	Books, periodicals, subscription	1,152.00	1,400.00	2,552.00	.00	.00	649.90	1,902.10	25
5340	Travel and training	9,800.00	.00	9,800.00	(789.60)	.00	3,920.76	5,879.24	40
5370	Support Services	5,355.00	.00	5,355.00	.00	.00	.00	5,355.00	0
5395	Equipment - nonoutlay	.00	4,567.00	4,567.00	.00	.00	.00	4,567.00	0
5410.400	Insurance Bond	100.00	.00	100.00	.00	.00	100.00	.00	100
5505	Telephone	1,680.00	.00	1,680.00	.00	.00	297.36	1,382.64	18
5600	Indirect cost	50,801.00	.00	50,801.00	4,233.42	.00	33,867.36	16,933.64	67
5601.100	Intra-county expense Technology services	41,469.00	.00	41,469.00	2,096.10	.00	29,996.54	11,472.46	72
5601.200	Intra-county expense Insurance	2,989.00	.00	2,989.00	249.08	.00	1,992.64	996.36	67
5601.400	Intra-county expense Copy center	22,500.00	.00	22,500.00	60.00	.00	6,840.12	15,659.88	30
5601.450	Intra-county expense Departmental copiers	1,907.00	.00	1,907.00	158.92	.00	1,271.36	635.64	67
5601.550	Intra-county expense Document center	1,093.00	.00	1,093.00	45.25	.00	674.02	418.98	62
5708	Professional services	9,200.00	.00	9,200.00	.00	.00	4,675.00	4,525.00	51
	<i>Operating Expenses Totals</i>	\$318,909.00	\$7,000.00	\$325,909.00	\$7,653.27	\$0.00	\$172,254.81	\$153,654.19	53%
<i>Outlay</i>									
6110.020	Outlay Equipment (\$5,000++)	.00	29,900.00	29,900.00	.00	.00	29,900.00	.00	100
	<i>Outlay Totals</i>	\$0.00	\$29,900.00	\$29,900.00	\$0.00	\$0.00	\$29,900.00	\$0.00	100%
	<i>Department 019 - County Clerk Totals</i>	\$700,757.00	\$51,148.00	\$751,905.00	\$35,963.78	\$0.00	\$453,366.40	\$298,538.60	60%
	EXPENSE TOTALS	\$700,757.00	\$51,148.00	\$751,905.00	\$35,963.78	\$0.00	\$453,366.40	\$298,538.60	60%



County Clerk Unaudited Monthly Budget Report

Date Range 01/01/19 - 08/31/19
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 100 - General Fund Totals									
REVENUE TOTALS		700,757.00	36,900.00	737,657.00	50,294.35	.00	557,851.61	179,805.39	76%
EXPENSE TOTALS		700,757.00	51,148.00	751,905.00	35,963.78	.00	453,366.40	298,538.60	60%
Fund 100 - General Fund Totals		\$0.00	(\$14,248.00)	(\$14,248.00)	\$14,330.57	\$0.00	\$104,485.21	(\$118,733.21)	
Grand Totals									
REVENUE TOTALS		700,757.00	36,900.00	737,657.00	50,294.35	.00	557,851.61	179,805.39	76%
EXPENSE TOTALS		700,757.00	51,148.00	751,905.00	35,963.78	.00	453,366.40	298,538.60	60%
Grand Totals		\$0.00	(\$14,248.00)	(\$14,248.00)	\$14,330.57	\$0.00	\$104,485.21	(\$118,733.21)	



Unaudited Monthly Report for DoTS

Through 08/31/19
Prior Fiscal Year Activity Included
Summary Listing

Account Classification									
Fund 670 - BC Community Area Network									
REVENUE	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Intergov Revenue	.00	.00	.00	270.00	.00	26,582.43	(26,582.43)	+++	42,990.14
Public Charges	.00	.00	.00	2,017.00	.00	2,017.00	(2,017.00)	+++	1,958.00
Other Financing Sources	.00	.00	.00	.00	.00	.00	.00	+++	209,827.49
REVENUE TOTALS	\$0.00	\$0.00	\$0.00	\$2,287.00	\$0.00	\$28,599.43	(\$28,599.43)	+++	\$254,775.63
EXPENSE									
Operating Expenses	232,652.00	.00	232,652.00	14,152.04	19,806.68	90,535.97	122,309.35	47	138,665.33
Outlay	.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS	\$232,652.00	\$0.00	\$232,652.00	\$14,152.04	\$19,806.68	\$90,535.97	\$122,309.35	47%	\$138,665.33
Fund 670 - BC Community Area Network Totals									
REVENUE TOTALS	.00	.00	.00	2,287.00	.00	28,599.43	(28,599.43)	+++	254,775.63
EXPENSE TOTALS	232,652.00	.00	232,652.00	14,152.04	19,806.68	90,535.97	122,309.35	47%	138,665.33
EXPENSE TOTALS	(\$232,652.00)	\$0.00	(\$232,652.00)	(\$11,865.04)	(\$19,806.68)	(\$61,936.54)	(\$150,908.78)		\$116,110.30
Fund 710 - Technology Services									
REVENUE									
Intergov Revenue	242,258.00	.00	242,258.00	12,320.59	.00	174,789.68	67,468.32	72	226,323.57
Public Charges	.00	.00	.00	.00	.00	.00	.00	+++	.00
Miscellaneous Revenue	5,116,425.00	.00	5,116,425.00	263,272.85	.00	3,684,966.93	1,431,458.07	72	4,783,976.57
Other Financing Sources	.00	.00	.00	.00	.00	.00	.00	+++	280,292.92
REVENUE TOTALS	\$5,358,683.00	\$0.00	\$5,358,683.00	\$275,593.44	\$0.00	\$3,859,756.61	\$1,498,926.39	72%	\$5,290,593.06
EXPENSE									
Personnel Costs	1,601,707.00	.00	1,601,707.00	117,098.67	.00	1,075,169.78	526,537.22	67	1,610,298.34
Operating Expenses	4,055,229.00	.00	4,055,229.00	166,156.89	235,797.44	3,259,663.95	559,767.61	86	3,673,511.22
Outlay	.00	.00	.00	.00	.00	.00	.00	+++	1,774.84
EXPENSE TOTALS	\$5,656,936.00	\$0.00	\$5,656,936.00	\$283,255.56	\$235,797.44	\$4,334,833.73	\$1,086,304.83	81%	\$5,285,584.40
Fund 710 - Technology Services Totals									
REVENUE TOTALS	5,358,683.00	.00	5,358,683.00	275,593.44	.00	3,859,756.61	1,498,926.39	72%	5,290,593.06
EXPENSE TOTALS	5,656,936.00	.00	5,656,936.00	283,255.56	235,797.44	4,334,833.73	1,086,304.83	81%	5,285,584.40
EXPENSE TOTALS	(\$298,253.00)	\$0.00	(\$298,253.00)	(\$7,662.12)	(\$235,797.44)	(\$475,077.12)	\$412,621.56		\$5,008.66
Grand Totals									
REVENUE TOTALS	5,358,683.00	.00	5,358,683.00	277,880.44	.00	3,888,356.04	1,470,326.96	73%	5,545,368.69
EXPENSE TOTALS	5,889,588.00	.00	5,889,588.00	297,407.60	255,604.12	4,425,369.70	1,208,614.18	79%	5,424,249.73
EXPENSE TOTALS	(\$530,905.00)	\$0.00	(\$530,905.00)	(\$19,527.16)	(\$255,604.12)	(\$537,013.66)	\$261,712.78		\$121,118.96

W



DoTS, Monthly Report, Oct 10, 2019

Covers 8/27/2019 Thru 9/30/2019 Technology Services Activity

Items of Note

1. Long-term plans for the main Board Chambers. Will work with Supervisor Deneys and Supervisor Kneiszel.

Staffing Report:

2. Recruiting for the ESA2 (Desktop position) offer pending.
3. Class Comp reassessment for Technology Services staff. Will likely include a combined (or separate) table of org change.

Project/Activity Updates

We currently have 56 active projects. We have a total of 128 projects up from 119 last month. The number of new project requests continues to outpace completed projects.

4. **Computer Aided Dispatch Project.** DoTS is actively involved in CAD requirements and system specifications. Planned hardware installs in Nov and software installs in December 2019. *See Public Safety Committee for more information.*
5. Working with WI-State to establish information technology and cyber security mutual aid agreement for statewide local government. Also working with WI-State and County Clerk on elections related grant funds for PCs.
6. **Cyber Security Updates:**
 - a. Phishing tests – and malicious email education ongoing. Focusing on likely risks. Switching vendors to save funds in early 2020.
 - b. Continuing work with MS-ISAC for cyber security support (targeted active by end of 2019) contract confirmation in progress.
7. **Sheriff**
 - a. **Jail Camera project.** Camera portion of project is behind. Complete project, early 2020 (depending on vendors timing and staffing). NOTE: PROJECT WAS SLOWED DUE TO STAFF TURNOVER
 - i. **SALLY PORT CAMERA OPERATIONAL - Sept 20th**
 - b. Working with PSC, Sheriff and Corp Counsel on outline for resolution for chargeback related to 911/CAD and Netmotion. In the short term pushing for "hold harmless" agreements.
8. **Windows 10,** Office 2019 (o365 version) and Server 2012/6 upgrades and rollouts continue. Our goal is to be complete by deadline of Jan 2020 for Win7. Approximately 145 still running Win7 as of 10/1 (about 10 to 20 a week).

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9. BCCAN (Brown County Community Area Network). Working on Bellevue and Highway 29 BCCAN work, construction to start October 2020.

10. Office 365 Work.

- a. Use account migration completed.
- b. Exchange (email) migration in progress (moving email to the cloud) started Sept 23rd
 - i. As of 10/1 we have 245 converted of approx. 2400 (about 10% done)
- c. Full Office 365 Government Migration will continue through Q4 2020. This includes files Instant messaging rollout and file migration to follow email migration in 2020.
- d. Dates are estimated as other higher priority projects may delay this project.

11. System and/or Application Upgrades

- a. Employee Self Service (Kronos) for vacation requests is planned to go live in Q4. HR testing looks positive.
- b. Kronos Q3/Q4 Mandatory upgrade, timing TBD, vendor notified us of this change (Unplanned). Still on track
- c. Work continues on Register of Deeds DD214 problem
- d. New World ERP upgrade scheduled for Oct/Nov (LOGOS) planned. Still on track
- e. Public & MyBC Web Content Work Progressing. Working toward a go live for both.
 - i. any feedback from previous meeting?
- f. Milestone video surveillance system expansions continue for: Airport, Jail and numerous other adds.
 - i. Resolved public access to video for Bay Shore Park and other future public cameras.
- g. LandNav nearly complete. Completed Ag bills, zoning letter information and a version upgrade.
- h. Laserfiche migration completed
 - i. Laserfiche implementation with Administration partly live, finished by end of Q4, then ADRC then County Clerk then remainder of Finance and other areas (TBD)
- i. Airport Fuel Management upgrade in progress – getting full SQL Phoenix
- j. Resource Recovery scale project active
- k. Airport security system upgrade planned for Dec 2019 / Jan 2020

12. New Services/Systems or Replacements

- a. Add space for new D/A staff
- b. Replace Work Order (helpdesk) system. Project Kick off Oct 7th
- c. Print/Copy (Percut) billing system for Library timeline TBD. Will be fit in around CAD and Jail.

13. DoTS Construction and moves related activity

- a. Arena / Hall of Fame / Expo Center – working to ensure good internet access.
- b. CTC Expansion work planning continues
- c. Highway Fuel Building work underway
- d. Medical Examiner planning continues
- e. Jail PODs Expansion planning continues
- f. Resource Recovery Scale System – in progress (Unplanned)

14. Staff Scheduling software implementation for Sheriff & PSC project is active.

15. Dual internet and firewall upgrade work moved (delayed). New estimate is Q4 2020.

COMPLETED WORK

16. Initial telework (work anywhere) VPN engineering work has been successful. Policy still pending. Additional testing confirms secure connectivity, anywhere access and initial voice testing has been promising.
17. eSuite complete and final printing of payroll paper paystubs.
18. Associated Bank system (web portal) transition completed
19. Human Services move to St. Agnes Completed (Unplanned)
20. UWGB STEM work completed. UW Extension and LandCon moves completed.

Child Support
Budget Status Report (Unaudited)
08/31/19

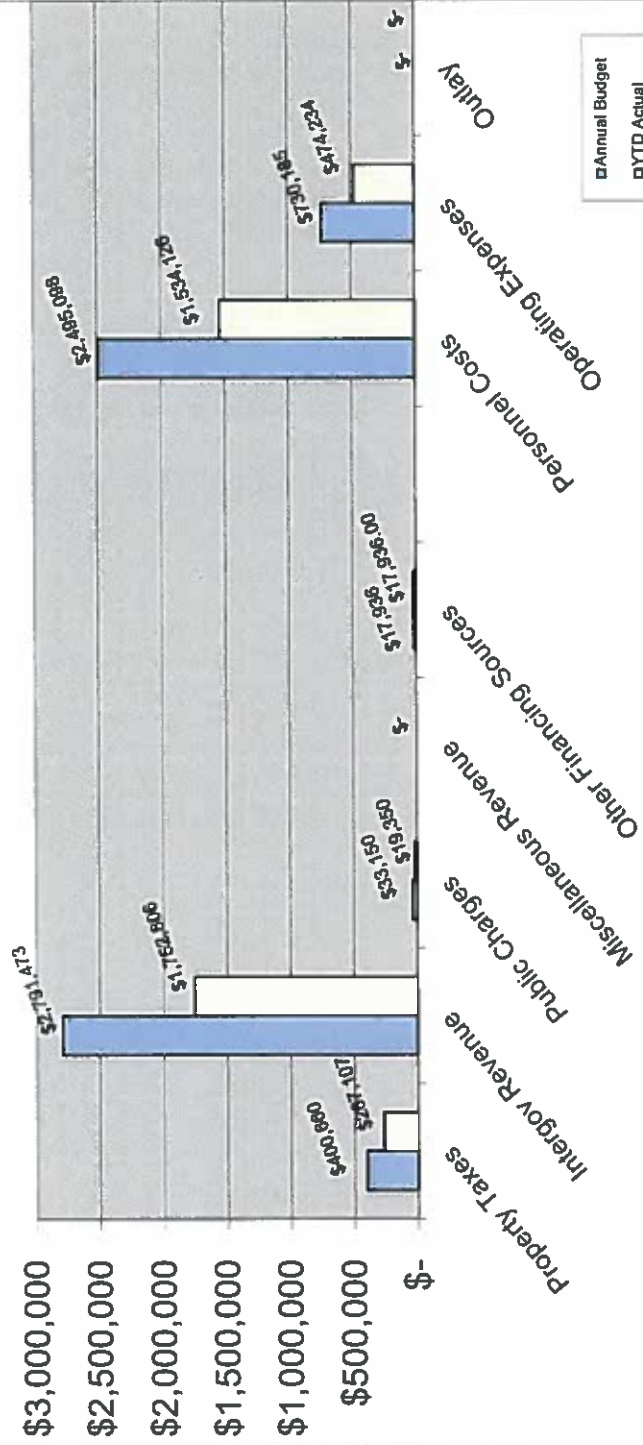
	Annual Budget	YTD Actual	YTD Percentage	Comments
Property Taxes	\$ 400,660	\$ 267,107	66.7%	
Intergov Revenue	\$ 2,791,473	\$ 1,752,806	62.8%	
Public Charges	\$ 33,150	\$ 19,350	58.4%	
Miscellaneous Revenue	\$ -		#DIV/0!	
Other Financing Sources	\$ 17,936	\$ 17,936.00	100.0%	
Personnel Costs	\$ 2,495,098	\$ 1,534,126	61.5%	
Operating Expenses	\$ 730,185	\$ 474,234	64.9%	
Outlay	\$ -	\$ -	#DIV/0!	

Comments:

Revenue: Revenues trending as projected

Expenses: Expenses trending slightly lower than projected

Child Support - thru August 31, 2019





CSA Budget Performance Report-August 31, 2019

(unaudited)

Fiscal Year to Date 08/31/19

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year Total
Fund 210 - Child Support											
REVENUE											
Department 017 - Child Support											
Division 001 - General											
4100	General property taxes	400,660.00	.00	400,660.00	33,388.33	.00	267,106.64	133,553.36	67	375,800.00	
4302	State grant and aid revenue										
4302	State grant and aid revenue	1,783,403.00	34,817.00	1,818,220.00	148,519.77	.00	1,267,024.21	551,195.79	70	1,615,027.38	
4302.003	State grant and aid revenue Incentives	513,671.00	.00	513,671.00	.00	.00	86,496.00	427,175.00	17	678,622.00	
4302.004	State grant and aid revenue GPR	356,399.00	.00	356,399.00	168,286.00	.00	336,571.00	19,828.00	94	337,944.00	
4302.007	State grant and aid revenue ELEVATE	138,000.00	.00	138,000.00	2,024.47	.00	62,715.20	75,284.80	45	204,050.61	
	4302 - State grant and aid revenue Totals	\$2,791,473.00	\$34,817.00	\$2,826,290.00	\$318,830.24	\$0.00	\$1,752,806.41	\$1,073,483.59	62%	\$2,835,643.99	
4600	Charges and fees										
4600.601	Charges and fees Genetic test	17,000.00	.00	17,000.00	882.42	.00	9,121.16	7,878.84	54	15,797.02	
4600.602	Charges and fees Vital statistics	300.00	.00	300.00	1.00	.00	208.20	91.80	69	296.21	
4600.603	Charges and fees Paper service	11,000.00	.00	11,000.00	877.61	.00	6,916.12	4,083.88	63	11,329.33	
4600.604	Charges and fees Non IV-D service	4,500.00	.00	4,500.00	280.00	.00	2,975.00	1,525.00	66	4,305.00	
	4600 - Charges and fees Totals	\$32,800.00	\$0.00	\$32,800.00	\$2,041.03	\$0.00	\$19,220.48	\$13,579.52	59%	\$31,727.56	
4601	Sales										
4601.012	Sales Copy machine use	350.00	.00	350.00	55.25	.00	129.50	220.50	37	247.50	
4900	Miscellaneous	\$350.00	\$0.00	\$350.00	\$55.25	.00	\$129.50	\$220.50	37%	\$247.50	
9002	Transfer in	.00	.00	.00	.00	.00	.00	.00	+++	48.00	
9002.200	Transfer in HR	.00	17,936.00	17,936.00	.00	.00	17,936.00	.00	100	11,734.00	
	9002 - Transfer in Totals	\$0.00	\$17,936.00	\$17,936.00	\$0.00	\$0.00	\$17,936.00	\$0.00	100%	\$11,734.00	
	Division 001 - General Totals	\$3,225,283.00	\$52,753.00	\$3,278,036.00	\$354,314.85	\$0.00	\$2,057,199.03	\$1,220,836.97	63%	\$3,255,201.05	
	Department 017 - Child Support Totals	\$3,225,283.00	\$52,753.00	\$3,278,036.00	\$354,314.85	\$0.00	\$2,057,199.03	\$1,220,836.97	63%	\$3,255,201.05	
	REVENUE TOTALS	\$3,225,283.00	\$52,753.00	\$3,278,036.00	\$354,314.85	\$0.00	\$2,057,199.03	\$1,220,836.97	63%	\$3,255,201.05	
EXPENSE											
Department 017 - Child Support											
Division 001 - General											
5100	Regular earnings	1,735,711.00	46,193.00	1,781,904.00	114,255.70	.00	982,394.01	799,509.99	55	1,494,224.99	
5102	Paid leave earnings										
5102.100	Paid leave earnings Vacation	.00	.00	.00	11,249.69	.00	61,887.96	(61,887.96)	+++	105,052.90	
5102.200	Paid leave earnings Personal	.00	.00	.00	324.40	.00	16,894.83	(16,894.83)	+++	26,176.00	
5102.300	Paid leave earnings Casual time used	.00	.00	.00	623.37	.00	10,878.52	(10,878.52)	+++	21,444.03	
5102.500	Paid leave earnings Holiday	.00	.00	.00	.00	.00	19,777.04	(19,777.04)	+++	52,092.32	
5102.600	Paid leave earnings Other (funeral, jury duty, etc)	.00	.00	.00	845.60	.00	2,811.82	(2,811.82)	+++	1,765.92	
5102.800	Paid leave earnings Disability	.00	.00	.00	605.36	.00	3,286.24	(3,286.24)	+++	4,370.80	
	5102 - Paid leave earnings Totals	\$0.00	\$0.00	\$0.00	\$13,648.42	\$0.00	\$115,536.41	(\$115,536.41)	+++	\$210,901.97	
5103	Premium										
5103.000	Premium Overtime	.00	.00	.00	11.68	.00	207.69	(207.69)	+++	948.02	
5103.110	Premium Casual time payout	.00	.00	.00	.00	.00	.00	.00	+++	11,192.06	

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		5103 - Premium Totals							
5109	Salaries reimbursement	\$0.00	\$0.00	\$0.00	\$11.68	\$0.00	\$207.69	+++	\$12,140.08
5109.100	Salaries reimbursement Short term disability	.00	.00	.00	(1,470.16)	.00	(3,962.72)	+++	(3,694.32)
5109 - Salaries reimbursement Totals		\$0.00	\$0.00	\$0.00	(\$1,470.16)	\$0.00	(\$3,962.72)	+++	(\$3,694.32)
5110	Fringe benefits								
5110.100	Fringe benefits FICA	132,787.00	3,534.00	136,321.00	9,497.56	.00	79,333.79	58	124,257.15
5110.110	Fringe benefits Unemployment compensation	1,827.00	.00	1,827.00	130.42	.00	1,089.95	60	2,005.65
5110.200	Fringe benefits Health Insurance	452,595.00	.00	452,595.00	16,623.94	.00	254,995.09	56	436,338.87
5110.210	Fringe benefits Dental Insurance	36,541.00	.00	36,541.00	1,330.30	.00	20,417.91	56	35,389.59
5110.220	Fringe benefits Life Insurance	775.00	.00	775.00	(.33)	.00	480.09	62	1,009.43
5110.230	Fringe benefits LT disability Insurance	6,831.00	.00	6,831.00	534.79	.00	4,162.04	61	6,502.22
5110.235	Fringe benefits ST disability Insurance	9,651.00	.00	9,651.00	749.86	.00	5,835.64	60	9,116.31
5110.240	Fringe benefits Workers compensation Insurance	2,083.00	.00	2,083.00	173.58	.00	1,388.64	67	2,063.00
5110.300	Fringe benefits Retirement	116,297.00	3,026.00	119,323.00	8,338.82	.00	72,247.53	61	113,937.79
5110 - Fringe benefits Totals		\$759,387.00	\$6,560.00	\$765,947.00	\$37,378.94	\$0.00	\$439,950.68	57%	\$730,620.01
5300	Supplies								
5300	Supplies	5,226.00	.00	5,226.00	140.00	.00	1,164.26	22	212.66
5300.001	Supplies Office	16,000.00	.00	16,000.00	837.81	.00	9,074.76	57	17,214.51
5300.003	Supplies Technology	.00	.00	.00	.00	.00	.00	+++	460.00
5300.004	Supplies Postage	30,000.00	.00	30,000.00	2,581.91	.00	22,689.23	76	33,031.41
5300 - Supplies Totals		\$51,226.00	\$0.00	\$51,226.00	\$3,559.72	\$0.00	\$32,928.25	64%	\$50,918.58
5305	Dues and memberships	2,170.00	.00	2,170.00	.00	.00	2,036.11	94	2,155.00
5306	Maintenance agreement	4,881.00	.00	4,881.00	.00	.00	1,093.77	22	1,058.77
5306.100	Maintenance agreement Software	\$4,881.00	\$0.00	\$4,881.00	\$0.00	\$0.00	\$1,093.77	22%	\$1,058.77
5307	Repairs and maintenance								
5307.100	Repairs and maintenance Equipment	920.00	.00	920.00	920.00	.00	920.00	100	920.00
5307 - Repairs and maintenance Totals		\$920.00	\$0.00	\$920.00	\$920.00	\$0.00	\$920.00	100%	\$920.00
5330	Books, periodicals, subscription	750.00	.00	750.00	68.15	.00	419.70	56	545.52
5340	Travel and training	6,500.00	.00	6,500.00	2,940.70	.00	3,836.46	59	3,816.38
5600	Indirect cost	252,556.00	.00	252,556.00	21,046.33	.00	168,370.64	67	251,328.00
5601	Intra-county expense								
5601.100	Intra-county expense Technology services	161,763.00	.00	161,763.00	8,303.09	.00	116,855.58	72	151,587.40
5601.200	Intra-county expense Insurance	18,913.00	.00	18,913.00	1,576.08	.00	12,608.64	67	11,859.00
5601.300	Intra-county expense Other departmental	136,000.00	.00	136,000.00	11,275.11	.00	85,493.59	63	126,636.10
5601.400	Intra-county expense Copy center	550.00	.00	550.00	40.00	.00	326.80	59	520.70
5601.450	Intra-county expense Departmental copiers	4,288.00	.00	4,288.00	357.33	.00	2,858.64	67	3,751.00
5601.550	Intra-county expense Document center	2,668.00	.00	2,668.00	110.09	.00	1,639.69	61	2,287.45
5601 - Intra-county expense Totals		\$324,182.00	\$0.00	\$324,182.00	\$21,661.70	\$0.00	\$219,782.94	68%	\$296,641.65
5700	Contracted services								
5700	Contracted services	.00	.00	.00	.00	.00	294.50	+++	118,352.64
5700.600	Contracted services Access & Visitation	38,000.00	.00	38,000.00	.00	.00	16,638.00	44	.00
5700 - Contracted services Totals		\$38,000.00	\$0.00	\$38,000.00	\$0.00	\$0.00	\$16,932.50	45%	\$118,352.64
5710	Paper service - legal	28,000.00	.00	28,000.00	2,416.64	.00	16,453.86	59	27,168.86
5762	Med exams/autopsies/genetic test	18,000.00	.00	18,000.00	980.00	.00	9,705.00	54	17,461.00

(unaudited)

Fiscal Year to Date 08/31/19

Include Rollup Account and Rollup to Account

[illegible]

19-081

BUDGET ADJUSTMENT REQUEST

Category

Approval Level

- | | | |
|---------------------------------------|---|---|
| <input type="checkbox"/> 1 | Reallocation from one account to another in the same level of appropriation | Dept Head |
| <input type="checkbox"/> 2 | Reallocation due to a technical correction that could include: <ul style="list-style-type: none">• Reallocation to another account strictly for tracking or accounting purposes• Allocation of budgeted prior year grant not completed in the prior year | Director of Admin |
| <input type="checkbox"/> 3 | Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation | County Exec |
| <input type="checkbox"/> 4 | Any change in appropriation from an official action taken by the County Board (i.e., resolution, ordinance change, etc.) | County Exec |
| <input type="checkbox"/> 5 | a) Reallocation of <u>up to 10%</u> of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts). | Admin Comm |
| <input type="checkbox"/> 5 | b) Reallocation of <u>more than 10%</u> of the funds originally appropriated between any of the levels of appropriation. | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 6 | Reallocation between two or more departments, regardless of amount | Oversight Comm
2/3 County Board |
| <input checked="" type="checkbox"/> 7 | Any increase in expenses with an offsetting increase in revenue | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 8 | Any allocation from a department's fund balance | Oversight Comm
2/3 County Board |
| 9 | Any allocation from the County's General Fund (<i>requires separate Resolution</i>)
<i>After County Board approval of the resolution, a Category 4 budget adjustment must be prepared.</i> | Oversight Comm
Admin Committee
2/3 County Board |

Justification for Budget Change:

Increase in Access & Visitation grant revenue by \$8,904 with offsetting increase in travel & training for the purpose of providing staff with mediation training both in person and online.

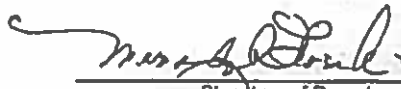
Fiscal Impact*: \$8,904

*Enter \$0 if reclassifying previously budgeted funds. Enter actual dollar amount if new revenue or expense.

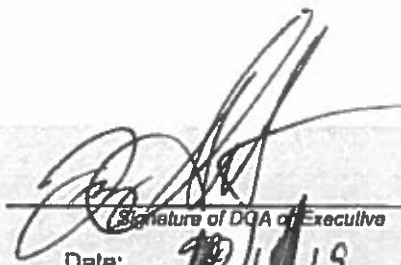
Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	210.017.001.4302.007	State Grant & Aid Revenue	\$8,904
<input checked="" type="checkbox"/>	<input type="checkbox"/>	210.017.001.5340	Travel & Training	\$8,904
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

MW
9/24/19

AUTHORIZATIONS



Signature of Department Head
Department: CHILD SUPPORT
Date: 9/25/19



Signature of DCA or Executive
Date: 9/25/19



Child Support Agency Director Summary

September 2019

Performance Measures Comparison

Federal Performance Measures August	Brown YTD 2019	Brown YTD 2018	YTD Improvement 2018 vs 2019	State Average	Brown vs. State
Court Order Rate	90.64%	91.25%	-.61%	86.64%	4.00%
Paternity Establish Rate	106.57%	106.05%	-.52%	100.70%	5.87%
Current Supp Collections	77.09%	76.70%	.39%	75.18%	1.91%
Arrears Collection Rate	68.44%	68.59%	.15%	68.66%	-.22%

August comparisons	Brown County 2019	Brown County 2018	Difference 2018 vs 2019	Statewide Total increase	Average Caseload
Caseload size	14,419	14,471	-52	-4,685	1,150

ELEVATE GRANT ACTIVITIES (Empowering Lives thru Education, Vocational Assessment, Training & Employment)

- Continued participation in Five County Demonstration Program workgroup, including discussion for “next steps” as planning wraps up for the anticipated addition of 3 more counties to the program model. Various aspects of the service delivery model are being vetted and decided upon, which poses a challenge for upcoming budget and activity planning.
- Brown County hosted state personnel, Bureau of Regional Operations Coordinators and the 4 grant counties on Thursday, September 12th. A tour of our site, an overview of our service delivery model and further program planning occurred throughout the morning visit.
- Bureau of Child Support (BCS) has officially adopted the name ELEVATE as the demonstration name!
- The Brown County ELEVATE team continues to participate on federal check in conference calls as well as technology work group calls to develop protocol and best practices for implementation.

ELEVATE Stats thru September 23, 2019

273 total NCPs involved (212 voluntary, 13 court ordered & 51 Alumni)

161 of 225 NCPs or 72% are working

13 incarcerated

Average hourly rate: \$14.54/hr

31 days (average) in the program before job reported

66 days (average) before 1st CS payment received

ACCESS & VISITATION GRANT ACTIVITIES

- Maria, Natalie Poupore and Matthew Irwin are sharing in the duties of covering Access & Visitation services in the absence of a dedicated provider. UW Extension is in the process of finalizing the position description to begin recruitment.
- UW Extension NCP interest survey is being handed out when participants are in the office. The Extension is seeking feedback on topic areas for the purpose of developing curriculum.

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- Maria secured approximately \$9,000 additional A&V funds to send 7 Specialists to certified mediation training at UW Madison. Classes will be held in Madison on October 9th-11th and again on October 23rd-25th.
- Discussion continues to rebrand A&V services via a new name to more appropriately identify what services are offered.

OPERATIONS

Overall Agency Updates

- The agency celebrated having met our prior year's performance numbers in current support and arrears collections for August! This is a huge accomplishment and one which staff worked extremely hard to achieve. We're hopeful to have ended the FFY as of 9/30/19 having done so in current support and arrears collections.
- 8 CSA staff attended and participated in various roles at the 2019 WCSEA Conference in Madison.
- An annual check-in was conducted with the Bureau of Regional Operations (BRO) on Friday, 9/27. Our BRO Coordinator wrote, in part:

"The Brown County child support agency (CSA) makes every effort to treat customers with respect, maintain a participant's dignity, and identify the root cause of noncompliance. These efforts allow for the CSA to maintain communication with their participants. The CSA's leadership is committed to service and staff are on board. The CSA is an excellent example of how a county CSA can operate a community focused program."

Enforcement Updates

- **Ms. Hilary Woldt** joined our team as a Specialist on Tuesday, October 1st! Hilary has a background in claims adjustment, negotiation, and paralegal experience as well as a Bachelor's degree in Criminal Justice. Her positive and compassionate approach to customer service and her desire to serve the community make her a great addition to the agency and Brown County, on whole.
- Arrears interest has become lien eligible, subsequently Specialists have continued to be presented with questions from parties who are affected by this recent change – set to take effect 11/1/2019.
- A caseload re-divide was conducted as of 10/1 to add one of our now fully trained Specialists to a caseload. Even with the addition of this worker, enforcement caseloads exceed 1,150 cases. Managing this volume, as well as the complexity in terms of the nature of issues, is arguably unrealistic. Admittedly, our specialization as an agency contributes to higher caseload sizes however specialization has proven to reduce burnout, stress and error. Each Specialist is still challenged with meeting the needs of thousands of participants & agencies (every case has at least 2 adults: 1 custodial parent and 1 noncustodial parent) not to mention other caregiver relatives, attorneys, GAL's, employers, insurance companies, etc. A manageable caseload size in other counties is 500.

Support Services Area Updates

- **Ms. Hannah Krejcarek** joined our team as a Clerk I on Monday, September 30th. Most recently, Hannah fulfilled the role of Office Assistant for a local home building company. She has an Associate's Degree in Criminal Justice – Corrections and has worked in the medical field in virtual records retention.
- The Paternity unit has begun discussions as to effective and efficient means to assign workload.
- The Financial unit worked diligently to get all health insurance orders entered before the end of the FFY to ensure that we maximized our eligibility to pull down incentive payments.



Treasurer's Budget Performance Report

Date Range 01/01/19 - 08/31/19
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	% Used/ Rec'd
Fund 100 - General Fund								
REVENUE								
Department 080 - Treasurer								
Division 001 - General								
4100	General property taxes	(1,651,976.00)	.00	(1,651,976.00)	(137,664.67)	.00	(1,101,317.36)	67
4108	Interest on taxes	712,500.00	.00	712,500.00	98,800.58	.00	445,251.70	62
4109	Penalties on taxes	237,500.00	.00	237,500.00	26,485.23	.00	138,524.06	58
4110	Penalties on special assessments	30,000.00	.00	30,000.00	4,054.45	.00	22,842.70	76
4490	Ag use conversion	80,000.00	.00	80,000.00	6,867.00	.00	104,522.52	131
4600	Charges and fees							
4600.890	Charges and fees Tax deed	30,000.00	.00	30,000.00	6,811.09	.00	28,324.61	94
4600 - Charges and fees Totals		\$30,000.00	\$0.00	\$30,000.00	\$6,811.09	\$0.00	\$28,324.61	94%
4900	Miscellaneous							
4900	Miscellaneous	1,000.00	.00	1,000.00	341.37	.00	2,279.67	228
4900.150	Miscellaneous Unclaimed funds retained	9,000.00	.00	9,000.00	.00	.00	9,020.25	100
4900 - Miscellaneous Totals		\$10,000.00	\$0.00	\$10,000.00	\$341.37	\$0.00	\$11,299.92	113%
4905	Interest	1,527,231.00	.00	1,527,231.00	155,848.04	.00	1,295,065.32	85
4907	Unrealized Gain or Loss - Interest	(300,000.00)	.00	(300,000.00)	.00	.00	666,883.37	-222
4960	Gain or Loss on Sale - Tax Deeds	30,000.00	.00	30,000.00	82,443.19	.00	120,952.30	403
4990	Cash Over/Short	.00	.00	.00	(4.24)	.00	10.50	+++
9002	Transfer in							
9002.400	Transfer in Wages	.00	.00	.00	.00	.00	10,619.71	+++
9002 - Transfer in Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,619.71	+++
9004	Intrafund Transfer in							
9004.200	Intrafund Transfer in HR	.00	4,517.00	4,517.00	.00	.00	4,517.00	100
9004 - Intrafund Transfer in Totals		\$0.00	\$4,517.00	\$4,517.00	\$0.00	\$0.00	\$4,517.00	100%
Division 001 - General Totals								
REVENUE 001 - General Totals		\$705,255.00	\$4,517.00	\$709,772.00	\$243,982.04	\$0.00	\$1,747,496.35	246%
Department 080 - Treasurer Totals								
REVENUE 080 - Treasurer Totals		\$705,255.00	\$4,517.00	\$709,772.00	\$243,982.04	\$0.00	\$1,747,496.35	246%
REVENUE TOTALS		\$705,255.00	\$4,517.00	\$709,772.00	\$243,982.04	\$0.00	\$1,747,496.35	246%

9



Treasurer's Budget Performance Report

Date Range 01/01/19 - 08/31/19

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	% Used/
EXPENSE								
Department 080 - Treasurer								
Division 001 - General								
5100	Regular earnings	267,919.00	3,956.00	271,875.00	17,324.12	.00	158,215.63	58
5102	Paid leave earnings							
5102.100	Paid leave earnings Vacation	.00	.00	.00	2,731.55	.00	5,953.81	+++
5102.200	Paid leave earnings Personal	.00	.00	.00	48.29	.00	1,880.56	+++
5102.300	Paid leave earnings Casual time used	.00	.00	.00	83.41	.00	1,239.42	+++
5102.500	Paid leave earnings Holiday	.00	.00	.00	.00	.00	2,249.26	+++
5102.800	Paid leave earnings Disability	.00	.00	.00	.00	.00	2,068.80	+++
	5102 - Paid leave earnings Totals	\$0.00	\$0.00	\$0.00	\$2,863.25	\$0.00	\$13,391.85	+++
5103	Premium							
5103.000	Premium Overtime	1,225.00	.00	1,225.00	15.89	.00	30.56	2
	5103 - Premium Totals	\$1,225.00	\$0.00	\$1,225.00	\$15.89	\$0.00	\$30.56	2%
5109	Salaries reimbursement							
5109.100	Salaries reimbursement Short term disability	.00	.00	.00	.00	.00	(2,068.80)	+++
	5109 - Salaries reimbursement Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$2,068.80)	+++
5110	Fringe benefits							
5110.100	Fringe benefits FICA	20,592.00	303.00	20,895.00	1,497.57	.00	12,622.23	60
5110.110	Fringe benefits Unemployment compensation	283.00	.00	283.00	20.54	.00	173.23	61
5110.200	Fringe benefits Health Insurance	44,526.00	.00	44,526.00	2,170.37	.00	28,648.80	64
5110.210	Fringe benefits Dental Insurance	3,502.00	.00	3,502.00	162.51	.00	2,155.20	62
5110.220	Fringe benefits Life Insurance	239.00	.00	239.00	.44	.00	200.16	84
5110.230	Fringe benefits LT disability insurance	993.00	.00	993.00	84.08	.00	683.08	69
5110.235	Fringe benefits ST disability insurance	1,392.00	.00	1,392.00	117.89	.00	957.73	69
5110.240	Fringe benefits Workers compensation insurance	322.00	.00	322.00	26.83	.00	214.64	67
5110.300	Fringe benefits Retirement	16,977.00	259.00	17,236.00	1,295.25	.00	10,379.73	60
	5110 - Fringe benefits Totals	\$88,826.00	\$562.00	\$89,388.00	\$5,375.48	\$0.00	\$56,034.80	63%



Treasurer's Budget Performance Report

Date Range 01/01/19 - 08/31/19

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	% Used/ Rec'd
5300	Supplies							
5300	Supplies	1,980.00	.00	1,980.00	73.96	.00	1,160.56	59
5300.001	Supplies Office	6,537.00	.00	6,537.00	4.99	.00	1,402.22	21
5300.004	Supplies Postage	29,000.00	.00	29,000.00	983.24	.00	19,357.32	67
	5300 - Supplies Totals	\$37,517.00	\$0.00	\$37,517.00	\$1,062.19	\$0.00	\$21,920.10	58%
5304	Printing							
5304.100	Printing Forms	11,362.00	.00	11,362.00	.00	.00	.00	0
	5304 - Printing Totals	\$11,362.00	\$0.00	\$11,362.00	\$0.00	\$0.00	\$0.00	0%
5305	Dues and memberships	125.00	.00	125.00	.00	.00	100.00	80
5306	Maintenance agreement							
5306.100	Maintenance agreement Software	2,294.00	.00	2,294.00	.00	.00	182.91	8
	5306 - Maintenance agreement Totals	\$2,294.00	\$0.00	\$2,294.00	\$0.00	\$0.00	\$182.91	8%
5307	Repairs and maintenance							
5307.100	Repairs and maintenance Equipment	1,200.00	.00	1,200.00	.00	.00	321.74	27
	5307 - Repairs and maintenance Totals	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$0.00	\$321.74	27%
5310	Advertising and public notice	6,000.00	.00	6,000.00	.00	.00	5,005.92	83
5330	Books, periodicals, subscription	320.00	.00	320.00	.00	.00	329.90	103
5340	Travel and training	1,000.00	.00	1,000.00	.00	.00	447.45	45
5390	Miscellaneous	1,000.00	.00	1,000.00	306.30	.00	606.30	61
5392	Service fees	113,000.00	.00	113,000.00	7,691.58	.00	41,951.02	37
5410	Insurance							
5410.400	Insurance Bond	650.00	.00	650.00	.00	.00	866.25	133
	5410 - Insurance Totals	\$650.00	\$0.00	\$650.00	\$0.00	\$0.00	\$866.25	133%



Treasurer's Budget Performance Report

Date Range 01/01/19 - 08/31/19
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	% Used/ Rec'd
5601	Intra-county expense							
5601.100	Intra-county expense Technology services	42,956.00	.00	42,956.00	2,218.30	.00	30,974.14	72
5601.200	Intra-county expense Insurance	3,070.00	.00	3,070.00	255.83	.00	2,046.64	67
5601.300	Intra-county expense Other departmental	1,510.00	.00	1,510.00	90.00	.00	150.00	10
5601.350	Intra-county expense Highway	1,000.00	.00	1,000.00	143.05	.00	423.31	42
5601.400	Intra-county expense Copy center	1,000.00	.00	1,000.00	.00	.00	171.92	17
5601.450	Intra-county expense Departmental copiers	469.00	.00	469.00	39.08	.00	312.64	67
5601.550	Intra-county expense Document center	7,593.00	.00	7,593.00	313.73	.00	4,672.76	62
	5601 - Intra-county expense Totals	\$57,598.00	\$0.00	\$57,598.00	\$3,059.99	\$0.00	\$38,751.41	67%
5700	Contracted services	44,719.00	.00	44,719.00	2,671.00	11,735.30	20,264.70	72
5810	Tax deed	60,000.00	.00	60,000.00	3,344.14	.00	17,369.74	29
5815	Tax refund							
5815.100	Tax refund Personal property	6,000.00	.00	6,000.00	.00	.00	7,039.09	117
5815.110	Tax refund Real estate property	2,000.00	.00	2,000.00	.00	.00	.00	0
	5815 - Tax refund Totals	\$8,000.00	\$0.00	\$8,000.00	\$0.00	\$0.00	\$7,039.09	88%
5835	Soil testing	2,500.00	.00	2,500.00	.00	.00	3,549.45	142
	Division 001 - General Totals	\$705,255.00	\$4,518.00	\$709,773.00	\$43,713.94	\$11,735.30	\$384,310.02	56%
	Department 080 - Treasurer Totals	\$705,255.00	\$4,518.00	\$709,773.00	\$43,713.94	\$11,735.30	\$384,310.02	56%
	EXPENSE TOTALS	\$705,255.00	\$4,518.00	\$709,773.00	\$43,713.94	\$11,735.30	\$384,310.02	56%
	Fund 100 - General Fund Totals	\$0.00	(\$1.00)	(\$1.00)	\$200,268.10	(\$11,735.30)	\$1,363,186.33	
	REVENUE TOTALS	705,255.00	4,517.00	709,772.00	243,982.04	.00	1,747,496.35	246%
	EXPENSE TOTALS	705,255.00	4,518.00	709,773.00	43,713.94	11,735.30	384,310.02	56%
	Grand Totals	\$0.00	(\$1.00)	(\$1.00)	\$200,268.10	(\$11,735.30)	\$1,363,186.33	
	REVENUE TOTALS	705,255.00	4,517.00	709,772.00	243,982.04	.00	1,747,496.35	246%
	EXPENSE TOTALS	705,255.00	4,518.00	709,773.00	43,713.94	11,735.30	384,310.02	56%
	Grand Totals	\$0.00	(\$1.00)	(\$1.00)	\$200,268.10	(\$11,735.30)	\$1,363,186.33	

October 16, 2019

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION AND ORDER CANCELLING TAX CERTIFICATES AND TAX DEED
REGARDING PARCEL M-332-2, A/K/A 3531 PARK ROAD, TOWN OF MORRISON**

WHEREAS, local Municipalities, such as the Town of Morrison, are responsible for accurately assessing properties in their jurisdictions for tax purposes, and for providing said property tax assessments to the County Treasurer, who then mails out property tax bills to property owners of record based on said Municipal property tax assessments; and

WHEREAS, for each year a property tax bill goes unpaid, the County Treasurer issues a Tax Certificate stating, along with other information, the amount of outstanding property taxes due, and after several years of Tax Certificates being issued and remaining unpaid/unredeemed, an Action to Foreclose Tax Liens by Proceeding In Rem on the tax delinquent property may be filed by the County in Circuit Court, seeking to have the property awarded to the County via Tax Deed; and

WHEREAS, Tax Certificates were issued by the County Treasurer, and went unpaid/unredeemed, regarding Parcel M-332-2 for the years 2015, 2016, 2017 and 2018, after which an Action to Foreclose Tax Liens by Proceeding In Rem was filed in Circuit Court (*Brown County Case Number 18CV1314*), which resulted in Parcel M-332-2 being conveyed to the County via Tax Deed via a *Default Judgment Order of Foreclosure* signed on 03-31-2019 by the Hon. Thomas J. Walsh, and recorded with the Brown County Register of Deeds on 04-02-2019; and

WHEREAS, after Parcel M-332-2 was conveyed to the County via Tax Deed, it was discovered that the property had been inaccurately assessed by the Town of Morrison, due to the

inaccurate belief that Parcel M-332-2 (land subject to Tax Certificates) contained an improvement in the form of a “dwelling” (house) on it, causing the assessments by the Town of Morrison to be too high (a defect in the groundwork of the taxes) for years 2015, 2016, 2017 and 2018, which made the Tax Certificates issued for said years invalid; and

WHEREAS, pursuant to *Wisconsin Statutes Section 75.22*, and based on the above, there exists sufficient basis for the Brown County Board of Supervisors to Order that the Tax Certificates issued by the County Treasurer for years 2015, 2016, 2017 and 2018 regarding Parcel M-332-2, and that the Tax Deed granted to the County regarding Parcel M-332-2, be cancelled.

NOW THEREFORE BE IT RESOLVED that the Brown County Board of Supervisors hereby resolves and finds that the Tax Certificates issued by the County Treasurer for years 2015, 2016, 2017 and 2018 regarding Parcel M-332-2 were invalid for the reasons stated above in this Resolution and Order, and hereby resolves and Orders that said Tax Certificates and the Tax Deed issued to the County regarding Parcel Number M-332-2, A/K/A 3531 Park Road, Town of Morrison, are hereby cancelled.

Fiscal Note: This resolution does not require an appropriation from the general fund.

Respectfully submitted,

ADMINISTRATION COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

19-124R

Authored by Corporation Counsel

Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
LEFEBVRE	6				
ERICKSON	7				
BORCHARDT	8				
EVANS	9				
VANDER LEEST	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
BALLARD	15				
KASTER	16				
VAN DYCK	17				
LINSSEN	18				
KNEISZEL	19				
DESLAURIERS	20				
TRAN	21				
MOYNIHAN, JR.	22				
SUENNEN	23				
SCHADEWALD	24				
LUND	25				
DENEYS	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

CORPORATION COUNSEL

Brown County

305 EAST WALNUT STREET
P.O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600



David P. Hemery
Corporation Counsel

PHONE: (920) 448-4006
FAX: (920) 448-4003
EMAIL: David.Hemery@co.brown.wi.us

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 10-04-2019
REQUEST TO: Administration Committee and Co Board
MEETING DATE: 10-10-2019 and 10-16-2019, respectively
REQUEST FROM: Dave Hemery
Corp Counsel per County Treasurer Request

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

**TITLE: RESOLUTION AND ORDER CANCELLING TAX CERTIFICATES AND TAX DEED
REGARDING PARCEL M-332-2, A/K/A 3531 PARK ROAD, TOWN OF MORRISON**

ISSUE/BACKGROUND INFORMATION: Resolution Ordering Cancellation of Tax Certificates and Tax Deed.

ACTION REQUESTED:

Consideration and action.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. What is the amount of the fiscal impact? 0.
2. Is it currently budgeted? ☐ Yes ☐ No ☒ N/A (if \$0 fiscal impact)
 - a. If yes, in which account?
 - b. If no, how will the impact be funded?
 - c. If funding is from an external source, is it one-time ☐ or continuous? ☐
3. Please provide supporting documentation of fiscal impact determination.

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

MASTER TAX CERTIFICATE
Section 74.57

STATE OF WISCONSIN

BROWN COUNTY

For Tax Roll of 2014

COUNTY TREASURER'S OFFICE

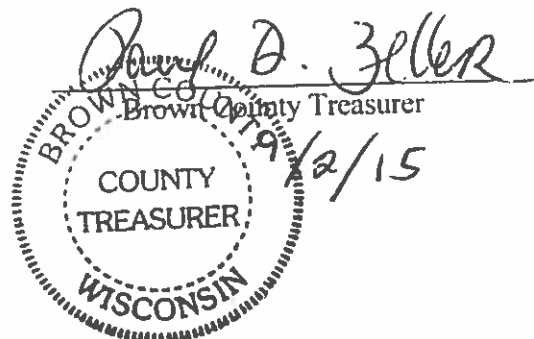
I, Paul D. Zeller, Treasurer of Brown County, in the State of Wisconsin, certify that I have issued a tax certificate as required by law, on the 1st day of September, 2015, to Brown County for the lands described on the attached listing. The record is on file in my office and is hereby made a part of this certificate. The attached listing contains, for each parcel of property, the owner's name and address, description of the property and the amount of unpaid real property taxes, special assessments, special charges or special taxes on the 2014 tax roll. Brown County will be entitled to deeds of conveyance of the lands in 2 (two) years from the date certified below on the Affidavit of Mailing unless redeemed according to law. The rate of interest in case of redemption shall be 1% (one percent) per month or fraction of a month plus any penalty that may apply from February 1, 2015.


Brown County Treasurer

AFFIDAVIT OF MAILING
(S. 74.59(3))

I certify that on September 2, 2015, I mailed to each of the owners of record as shown on the attached listing, a notice advising her/him that on September 1, 2015, I issued a tax certificate to Brown County on property owned by her/him.

W:\MSOFFICE\WORD\MISC\MASTTAXC.DOC



08/31/15
TAX OF 2014
SALE OF 2015

BROWN COUNTY LAND RECORDS SYSTEM
MASTER CERTIFICATE LIST

PAGE 39
LRSPG170

PARCEL NUMBER	CERTIF NO		AMT TO SALE		AMT OUTSTANDING
M -269-1	26	G	2,497.90	G	2,497.90
	26	71	16.00	71	16.00
		73	16.64	73	16.64
		T	2,530.54	T	2,530.54
M -271	26	G	437.10	G	437.10
	26	73	10.00	73	10.00
		T	447.10	T	447.10
M -332-2	26	G	990.50	G	990.50
		T	990.50	T	990.50
M -335	26	G	389.30	G	389.30
		T	389.30	T	389.30
M -336	26	G	1,683.90	G	1,683.90
		T	1,683.90	T	1,683.90
M -336-2	26	G	234.70	G	234.70
		T	234.70	T	234.70
M -369	26	G	256.40	G	256.40
	26	73	11.50	73	11.50
		T	267.90	T	267.90
M -379-1	26	G	2,713.70	G	2,713.70
	26	71	16.00	71	16.00
		73	1.21	73	1.21
		T	2,730.91	T	2,730.91
M -397	26	G	103.80	G	103.80
	26	73	10.35	73	10.35
		T	114.15	T	114.15
M -401	26	G	359.70	G	359.70
	26	73	15.00	73	15.00
		T	374.70	T	374.70
M -437	26	G	18,246.10	G	18,246.10
	26	71	16.00	71	16.00
		73	9.68	73	9.68
		T	18,271.78	T	18,271.78
M -437-3	26	G	2,186.50	G	2,186.50
	26	71	16.00	71	16.00
		73	2.48	73	2.48
		T	2,204.98	T	2,204.98

MASTER TAX CERTIFICATE
Section 74.57

STATE OF WISCONSIN

For Tax Roll of 2015

BROWN COUNTY

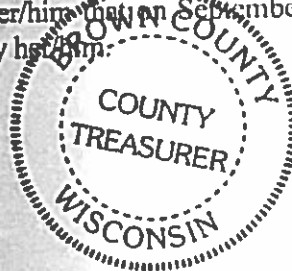
COUNTY TREASURER'S OFFICE

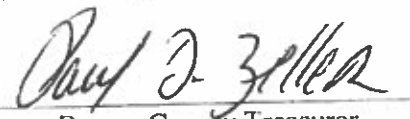

I, Paul D. Zeller, Treasurer of Brown County, in the State of Wisconsin, certify that I have issued a tax certificate as required by law, on the 1st day of September, 2016, to Brown County for the lands described on the attached listing. The record is on file in my office and is hereby made a part of this certificate. The attached listing contains, for each parcel of property, the owner's name and address, description of the property and the amount of unpaid real property taxes, special assessments, special charges or special taxes on the 2015 tax roll. Brown County will be entitled to deeds of conveyance of the lands in 2 (two) years from the date certified below on the Affidavit of Mailing unless redeemed according to law. The rate of interest in case of redemption shall be 1% (one percent) per month or fraction of a month plus any penalty that may apply from February 1, 2016.


Brown County Treasurer

AFFIDAVIT OF MAILING
(S. 74.59(3))

I certify that on September 2, 2016, I mailed to each of the owners of record as shown on the attached listing, a notice advising her/him that on September 1, 2016, I issued a tax certificate to Brown County on property owned by her/him.




Brown County Treasurer


1/31/16
JAN OF 2015
SALE OF 2016

BROWN COUNTY LAND RECORDS SYSTEM
MASTER CERTIFICATE LIST

PAGE 32
LRSPG170

PARCEL NUMBER	CERTIF NO		AMT TO SALE		AMT OUTSTANDING
M -108-4	27	G	1,503.90	G	1,503.90
	27	71	16.00	71	16.00
		T	1,519.90	T	1,519.90
M -153	27	G	1,668.60	G	1,668.60
		T	1,668.60	T	1,668.60
M -155-9	27	G	918.35	G	918.35
		T	918.35	T	918.35
M -174	27	G	543.68	G	543.68
		T	543.68	T	543.68
M -181-1	27	G	1,949.90	G	1,949.90
	27	71	16.00	71	16.00
		T	1,965.90	T	1,965.90
M -209	27	G	126.00	G	126.00
		T	126.00	T	126.00
M -209-2	27	G	653.00	G	653.00
		T	653.00	T	653.00
M -219-1	27	G	1,179.70	G	1,179.70
	27	71	16.00	71	16.00
		T	1,195.70	T	1,195.70
M -220-2	27	G	938.70	G	938.70
	27	71	16.00	71	16.00
		T	954.70	T	954.70
M -225	27	G	247.35	G	247.35
		T	247.35	T	247.35
M -253-2	27	G	1,002.20	G	1,002.20
	27	71	16.00	71	16.00
		T	1,018.20	T	1,018.20
M -314-1	27	G	3,087.10	G	3,087.10
	27	71	16.00	71	16.00
		T	3,103.10	T	3,103.10
M -332-2	27	G	846.40	G	846.40
		T	846.40	T	846.40
M -335	27	G	505.05	G	505.05
		T	505.05	T	505.05

MASTER TAX CERTIFICATE
Section 74.57

STATE OF WISCONSIN

BROWN COUNTY

For Tax Roll of 2016

COUNTY TREASURER'S OFFICE

I, Paul D. Zeller, Treasurer of Brown County, in the State of Wisconsin, certify that I have issued a tax certificate as required by law, on the 1st day of September, 2017, to Brown County for the lands described on the attached listing. The record is on file in my office and is hereby made a part of this certificate. The attached listing contains, for each parcel of property, the owner's name and address, description of the property and the amount of unpaid real property taxes, special assessments, special charges or special taxes on the 2016 tax roll. Brown County will be entitled to deeds of conveyance of the lands in 2 (two) years from the date certified below on the Affidavit of Mailing unless redeemed according to law. The rate of interest in case of redemption shall be 1% (one percent) per month or fraction of a month plus any penalty that may apply from February 1, 2017.


Brown County Treasurer

AFFIDAVIT OF MAILING
(S. 74.59(3))

I certify that on September 6, 2017, I mailed to each of the owners of record as shown on the attached listing, a notice advising her/him that on September 1, 2017, I issued a tax certificate to Brown County on property owned by her/him.


Brown County Treasurer



08/31/17
TAX OF 2016
SALE OF 2017

BROWN COUNTY LAND RECORDS SYSTEM
MASTER CERTIFICATE LIST

PAGE 33
LRSPG170

PARCEL NUMBER	CERTIF NO		AMT TO SALES		AMT OUTSTANDING
M -253-2	28	G	964.70	G	964.70
	28	71	16.00	71	16.00
		T	980.70	T	980.70
M -269-1	28	G	2,182.70	G	2,182.70
	28	71	16.00	71	16.00
		73	10.65	73	10.65
		T	2,209.35	T	2,209.35
M -332-2	28	G	816.40	G	816.40
		T	816.40	T	816.40
M -335	28	G	499.40	G	499.40
		T	499.40	T	499.40
M -336	28	G	1,603.10	G	1,603.10
		T	1,603.10	T	1,603.10
M -336-2	28	G	232.90	G	232.90
		T	232.90	T	232.90
M -375-1	28	G	2,579.10	G	2,579.10
		T	2,579.10	T	2,579.10
M -437	28	G	17,261.30	G	17,261.30
	28	71	16.00	71	16.00
		73	6.50	73	6.50
		T	17,283.80	T	17,283.80
M -439	28	G	841.50	G	841.50
	28	73	7.50	73	7.50
		T	849.00	T	849.00
M -440-2	28	G	302.90	G	302.90
	28	73	.50	73	.50
		T	303.40	T	303.40
M -442	28	G	8.10	G	8.10
		T	8.10	T	8.10
M -548	28	G	27.45	G	27.45
		T	27.45	T	27.45
M -580-1	28	G	2,260.10	G	2,260.10
	28	71	16.00	71	16.00
		73	3.61	73	3.61
		T	2,279.71	T	2,279.71

MASTER TAX CERTIFICATE
Section 74.57

STATE OF WISCONSIN

For Tax Roll of 2017

BROWN COUNTY

COUNTY TREASURER'S OFFICE

I, Paul D. Zeller, Treasurer of Brown County, in the State of Wisconsin, certify that I have issued a tax certificate as required by law, on the 1st day of September, 2018, to Brown County for the lands described on the attached listing. The record is on file in my office and is hereby made a part of this certificate. The attached listing contains, for each parcel of property, the owner's name and address, description of the property and the amount of unpaid real property taxes, special assessments, special charges or special taxes on the 2017 tax roll. Brown County will be entitled to deeds of conveyance of the lands in 2 (two) years from the date certified below on the Affidavit of Mailing unless redeemed according to law. The rate of interest in case of redemption shall be 1% (one percent) per month or fraction of a month plus any penalty that may apply from February 1, 2018.


Brown County Treasurer

AFFIDAVIT OF MAILING
(S. 74.59(3))

I certify that on September 6, 2018, I mailed to each of the owners of record as shown on the attached listing, a notice advising her/him that on September 1, 2018, I issued a tax certificate to Brown County on property owned by her/him.



W:\MSOFFICE\WORD\MISC\MSTTAXC.DOC


Brown County Treasurer



3/31/18
 EX OF 2017
 SALE OF 2018

BROWN COUNTY LAND RECORDS SYSTEM
 MASTER CERTIFICATE LIST

PAGE 31
 LRSPG170

PARCEL NUMBER	CERTIF NO		AMT TO SALE		AMT OUTSTANDING
M -209-2	29	G	632.80	G	632.80
		T	632.80	T	632.80
M -209-3	29	G	2,927.90	G	2,927.90
	29	71	16.00	71	16.00
		T	2,943.90	T	2,943.90
M -219-1	29	G	1,132.70	G	1,132.70
	29	71	16.00	71	16.00
		T	1,148.70	T	1,148.70
M -253-2	29	G	992.40	G	992.40
	29	71	16.00	71	16.00
		T	1,008.40	T	1,008.40
M -269-1	29	G	2,095.20	G	2,095.20
	29	71	16.00	71	16.00
		73	3.22	73	3.22
		T	2,114.42	T	2,114.42
M -332-2	29	G	812.60	G	812.60
	29	71	16.00	71	16.00
		T	828.60	T	828.60
M -339	29	G	100.70	G	100.70
	29	73	18.65	73	18.65
		T	119.35	T	119.35
M -375-1	29	G	2,537.40	G	2,537.40
	29	S	748.89	S	748.89
		T	3,286.29	T	3,286.29
M -437-3	29	G	1,767.90	G	1,767.90
	29	71	16.00	71	16.00
		73	.93	73	.93
		T	1,784.83	T	1,784.83
M -439	29	G	851.90	G	851.90
	29	73	7.50	73	7.50
		T	859.40	T	859.40
M -440-2	29	G	306.80	G	306.80
		T	306.80	T	306.80
M -442	29	G	8.10	G	8.10
		T	8.10	T	8.10

Parcel No M-332-2

Taken in Rem: April 10, 2019

Date Municipality offered: _____

Date Letter Sent to former owner: _____

TAX YEAR	GENERAL TAX	INTEREST & PENALTY	SPECIAL ASSESSMENT	INTEREST * PENALTY	
2018	502.40	15.07	16.00	0.48	533.95
2017	812.60	182.84	16.00	3.60	1,015.04
2016	816.40	330.64			1,147.04
2015	846.40	495.15			1,341.55
2014	-	-	-	-	-
2013	-	-			-
2012	-	-			-
2011	-	-			-
2010					-
2009					-
SPECIALS NOT ON TAX ROLL					
TOTALS	2,977.80	1,023.70	32.00	4.08	4,037.58

Out of Pocket Charges

In-Rem charges	200.00
Guardian Ad Litem	
Total Charges	<u>200.00</u>
Total Charges & Taxes	4,237.58



PRESS-GAZETTE media

A GANNETT COMPANY

STATE OF WISCONSIN
BROWN COUNTY

BROWN COUNTY TREASURER

305 E WALNUT ST

GREEN BAY

WI 543015027

The Brown County Treasurer's Office will be selling the below listed tax-deeded lands acquired by action in rem under WI Statutes 75.521

Parcel #	Address	Municipality	Minimum \$ Starting Bid
M-332-2	Near 3531 Park Road	Town of Morrison	\$8,500

The sale of this parcel will be concluded by Wisconsin Surplus Online Auctions and will take place beginning on August 16, 2019 & concluding on August 27, 2019 starting at 10AM. The Auction # will be 19740 for this property. Please visit www.wisconsin-surplus.com for more information and to register as a bidder. All properties are sold AS IS, WHERE IS, and no assurance of condition are provided. Please read and understand all auctions terms and verify all data before bidding. All winning bids are subject to the approval of the Brown County Administration Committee at their meeting of September 5, 2019.

By Paul Zeller, Brown County Treasurer

Run: August 1, 8, 15 2019

WNAXLP

Being duly sworn, doth depose and say that she/he is an authorized representative of the Green Bay Press Gazette, a newspaper published in Green Bay, Wisconsin, and that an advertisement of which the annexed is a true copy, taken from said paper, which was published therein on:

Account Number: GWM-259753
Order Number: 0003710992
No. of Affidavits: 1
Total Ad Cost: \$119.98
Published Dates: 08/01/19, 08/08/19, 08/15/19

(Signed)

Kathleen Allen

(Date)

8/21/19

Legal Clerk

Signed and sworn before me

Nancy Heyrman

My commission expires

5.15.23

NANCY HEYRMAN
Notary Public
State of Wisconsin

BROWN COUNTY TREASURER
Re: M-332-2

GANNETT WISCONSIN MEDIA
435 EAST WALNUT ST
PO BOX 23430
GREEN BAY, WI 54305-3430

GANNETT
Wisconsin Media
Delivering Customers' Driving Results.

PHONE: 920-431-8298
FAX: 920-431-0443
EMAIL: legals@greenbaypressgazette.com

The Brown County Treasurer's Office will be selling the below listed tax-deeded lands acquired by action in-rem under WI Statutes 75.521:

<u>Parcel #</u>	<u>Address</u>	<u>Municipality</u>	<u>Minimum \$ Starting Bid</u>
M-332-2	Near 3531 Park Road	Town of Morrison	\$8,500

The sale of this parcel will be concluded by Wisconsin Surplus Online Auctions and will take place beginning on August 16, 2019 & concluding on August 27, 2019 starting at 10AM. The Auction # will be 19740 for this property. Please visit www.wisconsin-surplus.com for more information and to register as a bidder. All properties are sold AS IS, WHERE IS, and no assurance of condition are provided. Please read and understand all auctions terms and verify all data before bidding All winning bids are subject to the approval of the Brown County Administration Committee at their meeting of September 5, 2019.

By Paul Zeller, Brown County Treasurer

Run: August 1, 8, 15, 2019

WNAXLP

Town Of Morrison

Mike Denor - Assessor
2555 Continental Ct Ste 2
Green Bay, WI 54311

Phone: (920)468-9698
Email: assessor@new.rr.com

April 26, 2019

Brown County Tax Deed
PO Box 23600
Green Bay, WI 54305-3600

Notice of Assessment (this is not a tax bill)

In accordance with Section 70.365 of the Wisconsin Statutes, you are hereby notified of your assessment for the current year 2019 on the property described.

Tax key number: M-332-2

Legal description: W 208 FT OF E 647 FT OF S 312 FT OF SW1/4 SW1/4 SEC 16 T21N R21E EX RD

Year	Land	Bldgs/Improvements	Total
2018	\$23,500	\$14,800	\$38,300
2019	\$23,500	\$10,500	\$34,000
Net change in assessment			-\$4,300

Reasons for Change	
Land	
Bldgs/Imprvmts	Review Dwelling

Open Book:	Wednesday, May 8, 2019	7:00pm – 9:00 pm
Board of Review:	Wednesday, May 15, 2019	7:00pm – 9:00 pm
Meeting Location:	Town Hall	
Assessor:	Mike Denor	920-468-9698
Clerk:	Colleen Magley	920-864-2388

Assessment Objection Procedure

If you have questions about your assessment, call and discuss it with the Assessor. The Assessor can explain the assessment process and answer questions you may have.

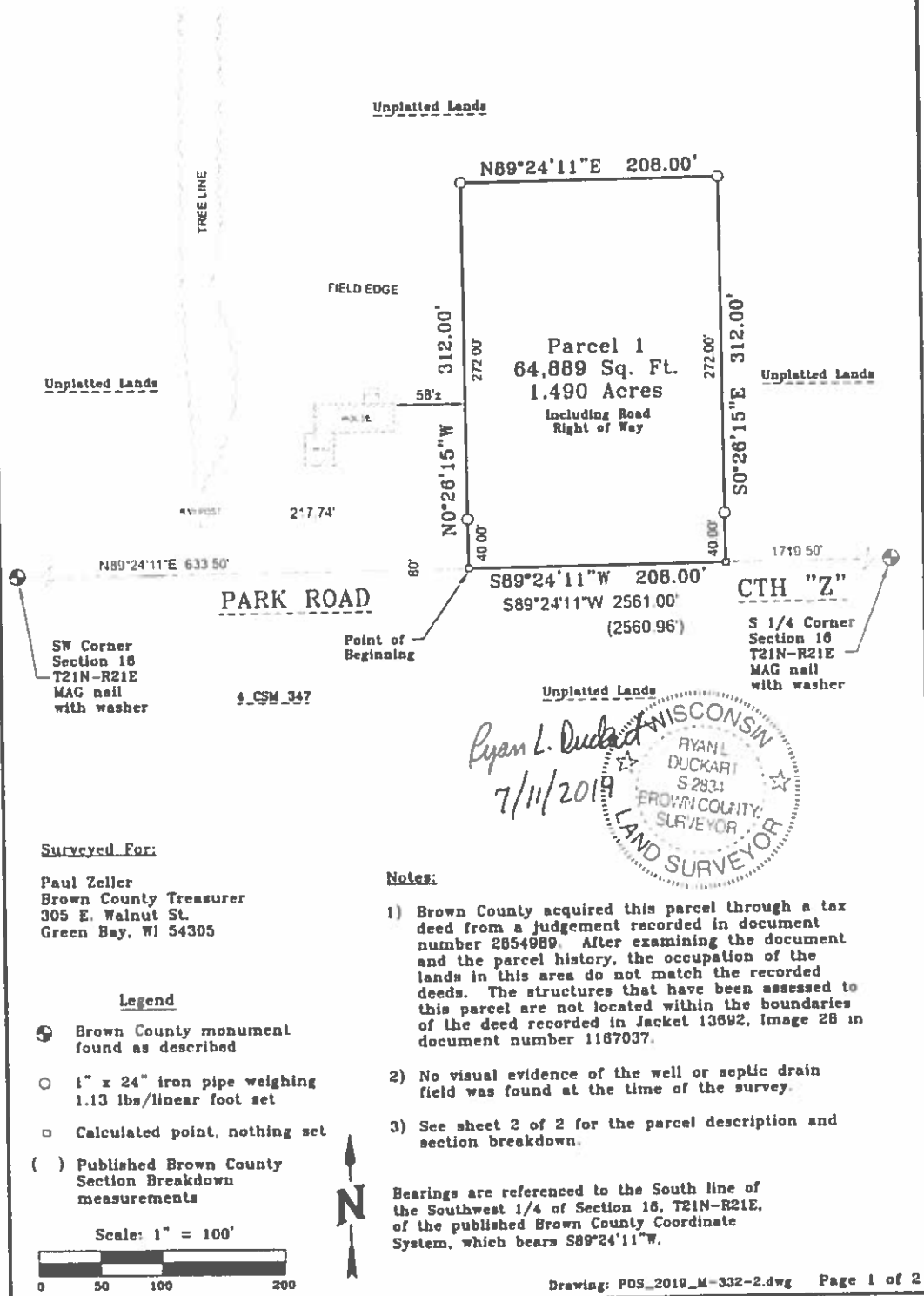
If you still wish to object to the assessment, you must contact your Clerk no less than 48 hours prior to the Board of Review to arrange a Board of Review hearing and file an objection form. If you are dissatisfied with the Board of Review determination, an appeal can be made to the Department of Revenue.

The appeal process is explained in the "Property Assessment Appeal Guide for Wisconsin Real Property Owners". If you would like a copy, use this link: <https://www.revenue.wi.gov/pubs/slf/pb055.pdf> or go to the publication on the DOR website.

71

PLAT OF SURVEY

The West 208 feet of the East 647 feet of the South 312 feet of the
Southwest 1/4 of the Southwest 1/4 of Section 16,
Township 21 North, Range 21 East,
Town of Morrison, Brown County, Wisconsin.



PLAT OF SURVEY

Parcel 1 Description:

A parcel of land being the West 208 feet of the East 647 feet of the South 312 feet of the Southwest 1/4 of the Southwest 1/4 of Section 16, Township 21 North, Range 21 East, Town of Morrison, Brown County, Wisconsin more fully described as follows:

Commencing at the Southwest Corner of Section 16, T21N-R21E; thence N89°24'11"E, 633.50 feet along the South line of the Southwest 1/4 of said Section 16 to the Point of Beginning; thence N0°28'15"W, 312.00 feet; thence parallel to said South line N89°24'11"E, 208.00; thence S0°28'15"E, 312.00 feet to a point on said South line; thence S89°24'11"W, 208.00 feet along said South line to the Point of Beginning.

Parcel contains 64,889 square feet/1.490 acres more or less and subject to road right of way, any easements or restrictions of record.

I, Ryan L. Duckart, Professional Land Surveyor, do hereby certify that under the direction of Paul Zeller, Brown County Treasurer, I have surveyed and mapped part of Section 16, T21N-R21E, Town of Morrison, Brown County, Wisconsin more fully described above, and that this survey complies with Chapter A-E 7 of the Wisconsin Administrative Code and is true and correct to the best of my knowledge and belief.

Field work completed July 9, 2019

Dated this 11th day of JULY, 2019

Ryan L. Duckart
Ryan L. Duckart PLS-2834
Brown County Surveyor



N 1/4 Corner
Section 16
T21N-R21E
MAG nail
with washer

NE

E 1/4 Corner
Section 16
T21N-R21E
MAG nail
with washer

SE

W 1/4 Corner
Section 16
T21N-R21E
MAG nail
with washer

N89°24'11"E 2560.70'

(S89°24'11"W 2560.66')

1283.35'

NW-SW

NE-SW

N0°28'15"W 2687.92'

(N0°28'15"W 2688.00')

SW-SW

SE-SW

SW Corner
Section 16
T21N-R21E
MAG nail
with washer

208'

1280.50'

S89°24'11"W 2561.00'

(2560.96')

N0°28'15"W 2687.92'

(N0°28'15"W 2688.00')

S 1/4 Corner
Section 16
T21N-R21E
MAG nail
with washer

Legend

⊙ Brown County monument
found as described

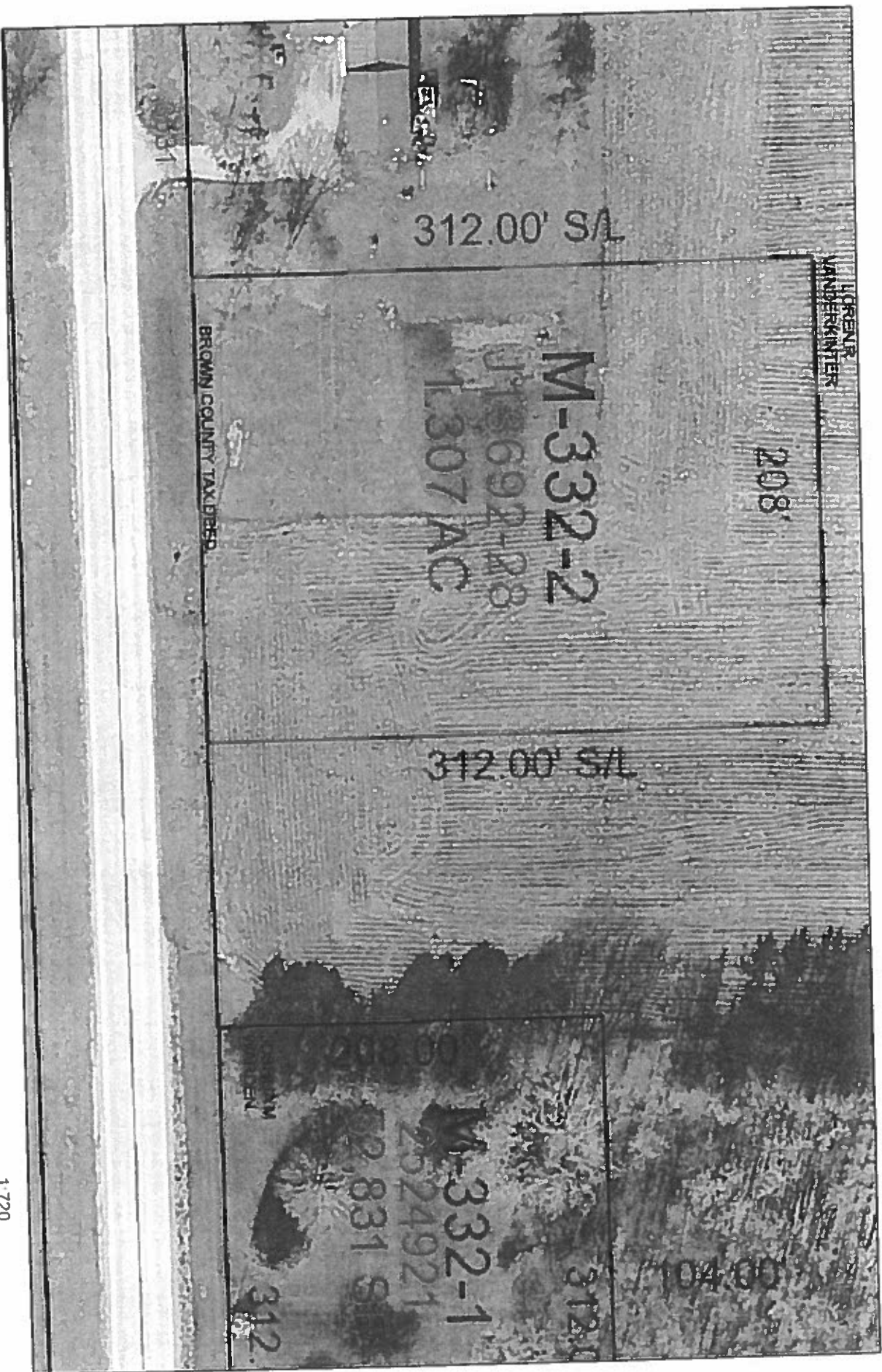
() Published Brown County
Section Breakdown
measurements

Scale: 1" = 1000'



Bearings are referenced to the South line of
the Southwest 1/4 of Section 16, T21N-R21E,
of the published Brown County Coordinate
System, which bears S89°24'11"W.

M-332-2 Plat Ariel



6/20/2019 11:04:59 AM



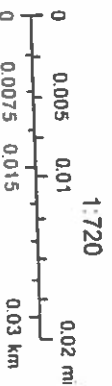
Brown County Municipalities
Brown County

M-332-2 Plat



6/20/2019 10:58:42 AM

Brown County Municipalities
Brown County



TREASURER

Brown County

305 EAST WALNUT
P.O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4074 FAX (920) 448-6341

PAUL ZELLER

TREASURER

FINAL NOTICE

April 29, 2019

TO: Previous Owner of Brown County PARCEL # M-332-2 at 3531 Park Road

RE: PROPERTY TAX FORECLOSURE case 2018CV001314

Brown County has been granted title to your property

Brown County is now the owner of your property

To Whom It May Concern:

This letter is to inform you that a Default Judgment Order of Foreclosure has been signed by the Honorable Thomas J. Walsh (Brown County Circuit Court Judge) on March 31, 2019 and is attached. Brown County Corporation Counsel has recorded the Judgment with the Brown County Register of Deeds and **Brown County has taken title to your property.**

If you wish to address the Brown County Administration Committee regarding the **repurchase** of your former property, you may have the opportunity to do so at the May 2, 2019 Administration Committee meeting in Room 200 of the Northern Building 305 E. Walnut St. Green Bay, WI 54301 (time is to be 5:30PM).

A "repurchase by former owner" option is entirely up to the authority of the Brown County Administration Committee and would require payment of **ALL** of your delinquent property tax years, interest, penalties, special assessments, special charges and recording fees, etc. if allowed, and must be with Certified Funds (i.e. cash, cashier's check, or money order) in **person** to the Brown County Treasurer's Office following the Administration Committee meeting. Personal checks, credit cards, debit cards, and online payments **WILL NOT** be accepted.

No further opportunities to petition for "repurchase" via the Administration Committee will be allowed after **May 2, 2019.**

If you have any questions, please contact Paul Zeller, Brown County Treasurer at 920-448-6321 or Samantha Nikodem, Financial Specialist at 920-448-4076.

Sincerely,

Paul Zeller

Paul Zeller, Brown County Treasurer

Zeller, Paul D.

From: Jenny Wasmuth <jennywasmuth@aol.com>
Sent: Monday, March 25, 2019 9:05 PM
To: Zeller, Paul D.
Subject: Town of Morrison properties

Hi Paul,

Do you have any information on 3531 Park Road, in the Town of Morrison. We've been getting complaints about the property for the last year, and the owners tell us they are unable to do anything because there is a lien on the property. I also see that they are delinquent on property taxes. Is this a property that will be in a Sheriffs sale, and if so how does that work with a lien. According to the neighbor, a couple people were interested in this property. Also, any news on 3723 Wayside Road? Is this property still delinquent?

Thank you for your help.

Jenny Wasmuth
Town of Morrison Supervisor

Certified Mail Electronic Delivery Confirmation™

USPS CERTIFIED MAIL™

Brown County Treasurer
305 E WALNUT ST
PO BOX 23600
GREEN BAY WI 54301-5027

US POSTAGE AND FEES PAID
FIRST-CLASS
Nov 01 2018
Mailed from ZIP 54305
5 oz First-Class Mail Flat Rate



071500777793

USPS CERTIFIED MAIL



9414 8108 9876 5020 9167 96

JOSEPH BARIL
310 CLAY ST APT 6
WRIGHTSTOWN WI 54180-1166



Reference

USPS #

9414810898765020916796

USPS Mail Class

Certified with Return Receipt (Signature)

USPS Status

Your package will arrive later than expected, but is still on its way. It is currently in transit to the next facility.

USPS History

In Transit to Next Facility, 12/02/2018
In Transit to Next Facility, 12/01/2018
In Transit to Next Facility, 11/30/2018
Arrived at USPS Regional Facility, November 29, 2018, 8:21 am,
MILWAUKEE WI PROCESSING CENTER
In Transit to Next Facility, 11/28/2018
In Transit to Next Facility, 11/27/2018
Departed USPS Regional Facility, November 26, 2018, 9:00 pm, GREEN
BAY WI DISTRIBUTION CENTER
In Transit to Next Facility, 11/26/2018
In Transit to Next Facility, 11/25/2018
Arrived at USPS Regional Facility, November 24, 2018, 9:59 pm, GREEN
BAY WI DISTRIBUTION CENTER
In Transit to Next Facility, 11/24/2018
Departed USPS Regional Facility, November 23, 2018, 10:02 pm,
MILWAUKEE WI PROCESSING CENTER
Arrived at USPS Regional Facility, November 23, 2018, 9:09 am,
MILWAUKEE WI PROCESSING CENTER
Unclaimed/Being Returned to Sender, November 20, 2018, 3:19 pm,
WRIGHTSTOWN, WI 54180

Reminder to Schedule Redelivery of your item
Notice Left (No Authorized Recipient Available), 11/03/2018, 2:00 pm,
WRIGHTSTOWN, WI 54180
Departed USPS Regional Facility, November 3, 2018, 12:02 am, GREEN
BAY WI DISTRIBUTION CENTER
Arrived at USPS Regional Facility, November 2, 2018, 9:21 pm, GREEN
BAY WI DISTRIBUTION CENTER
Accepted at USPS Origin Facility, November 2, 2018, 8:06 pm, GREEN
BAY, WI 54305
Shipping Label Created, USPS Awaiting Item, November 1, 2018, 10:49
am, GREEN BAY, WI 54305

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Date Verified: 12/30/2018 (UTC)

11

Brown County
PAUL D. ZELLER
BROWN COUNTY TREASURER
305 EAST WALNUT ST.
P.O. BOX 23600
GREEN BAY, WI 54305-3600

CTF

GREEN BAY
WI 54305
DEC 28 1979
PM 3 02

WRIGHTS TOWN
WI 54180

WRIGHTS TOWN WI 54180

NIXIE 530 DE 1270 0005/13/19

RETURN TO SENDER
NOT DELIVERABLE AS ADDRESSED
UNABLE TO FORWARD

UT= 5430536000 3025-08044-02-36

543053600

CRD-SSB 541B



February 10, 2019

Dear Reference USPS Certified Mail:

Court Date Letter

The following is in response to your request for proof of delivery on your item with the tracking number:
9414 8108 9876 5028 5342 37.

Item Details

Status:	Delivered, Left with Individual
Status Date / Time:	February 9, 2019, 2:02 pm
Location:	WRIGHTSTOWN, WI 54180
Postal Product:	First-Class Mail®
Extra Services:	Certified Mail™ Return Receipt Electronic
Recipient Name:	JOSEPH A DEBRA A BARIL

Shipment Details

Weight: 1.0oz

Recipient Signature

Signature of Recipient:

Debra Baril

Address of Recipient:

310 Clay H/b

Note: Scanned image may reflect a different destination address due to Intended Recipient's delivery instructions on file.

Thank you for selecting the United States Postal Service® for your mailing needs. If you require additional assistance, please contact your local Post Office™ or a Postal representative at 1-800-222-1811.

Sincerely,
United States Postal Service®
475 L'Enfant Plaza SW
Washington, D.C. 20260-0004

Certified Mail Electronic Delivery Confirmation™

USPS CERTIFIED MAIL™

Brown County Treasurer
305 E WALNUT ST
PO BOX 23600
GREEN BAY WI 54301-5027

US POSTAGE AND FEES PAID
FIRST-CLASS
Nov 01 2018
Mailed from ZIP 54305
5 of First-Class Mail® Rate



071S00777793

USPS CERTIFIED MAIL



9414 8108 9876 5020 9167 96

JOSEPH BARIL
310 CLAY ST APT 8
WRIGHTSTOWN WI 54180-1166



Reference

USPS #

USPS Mail Class

USPS Status

USPS History

9414810898765020916796

Certified with Return Receipt (Signature)

Your package will arrive later than expected, but is still on its way. It is currently in transit to the next facility.

In Transit to Next Facility, 12/02/2018

In Transit to Next Facility, 12/01/2018

In Transit to Next Facility, 11/30/2018

Arrived at USPS Regional Facility, November 29, 2018, 8:21 am,
MILWAUKEE WI PROCESSING CENTER

In Transit to Next Facility, 11/28/2018

In Transit to Next Facility, 11/27/2018

Departed USPS Regional Facility, November 26, 2018, 9:00 pm, GREEN
BAY WI DISTRIBUTION CENTER

In Transit to Next Facility, 11/26/2018

In Transit to Next Facility, 11/25/2018

Arrived at USPS Regional Facility, November 24, 2018, 9:59 pm, GREEN
BAY WI DISTRIBUTION CENTER

In Transit to Next Facility, 11/24/2018

Departed USPS Regional Facility, November 23, 2018, 10:02 pm,
MILWAUKEE WI PROCESSING CENTER

Arrived at USPS Regional Facility, November 23, 2018, 9:09 am,
MILWAUKEE WI PROCESSING CENTER

Unclaimed/Being Returned to Sender, November 20, 2018, 3:19 pm,
WRIGHTSTOWN, WI 54180

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Date Verified: 12/30/2018 (UTC)

11

GLUE OVER TOP OF ENVELOPE

USPS CERTIFIED MAIL™

GLUE OVER TOP OF ENVELOPE

Brown County Treasurer
305 E WALNUT ST
PO BOX 23600
GREEN BAY WI 54301-5027

USPS CERTIFIED MAIL

US POSTAGE AND FEES PAID
FIRST-CLASS
Nov 29 2018
Mailed from ZIP 54305
3 oz First-Class Mail Plus Rate



9414 8108 9876 5022 4026 48

DEBRA BARIL
3531 PARK RD
GREENLEAF WI 54126-9327



BARIL531 541265040-1917 060 12/03/18
FORWARD TIME EXP RTN TO SEND
BARIL
310 CLAY ST APT 6
WRIGHTSTOWN WI 54180-1166

RETURN TO SENDER



071500777793

and Attached

Brown County Treasurer
305 E WALNUT ST
PO BOX 23600
GREEN BAY WI 54301-5027

USPS CERTIFIED MAIL



9414 8108 9876 5020 9167 89

DEBRA BARIL
310 CLAY ST APT 6
WRIGHTSTOWN WI 54180-1166



US POSTAGE AND FEES PAID
FIRST-CLASS
Nov 01 2018
Mailed from ZIP 54305
5 oz First-Class Mail Plus Rate



071S00777793

NIXIE

530 CC 1040 Z211/23/18

RETURN TO SENDER
VACANT
UNABLE TO FORWARD

BC: 54301502799 23704327150-00385



Will Send to Property location
3531 Park Rd Greenleaf WI 54126
Re-Sent 11-28-18

**TREASURER
BROWN COUNTY**

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600
PHONE (920) 448-4074 FAX (920) 448-6341

PAUL ZELLER
COUNTY TREASURER

November 02, 2018

Pending Foreclosure Letter for Failure to Pay 2015 Property Taxes

Dear Property Owner:

The Brown County Treasurer's Office has filed with the Brown County Clerk of Courts the enclosed petition for failure to pay the **2015 property taxes** in full. This entails the following:

1. All parties who have an interest (including, but not limited to, property owners, mortgage companies, banks, land contract holders, and lienholders) in the property have been notified.
2. Your property and parcel number(s) are highlighted in yellow. The amount of taxes due shows only the principal amount still outstanding. **THERE ARE ADDITIONAL INTEREST AND PENALTY CHARGES DUE IN ADDITION TO THIS AMOUNT.** Please contact the Brown County Treasurer's Office at 920-448-4074 for the correct payoff amount.
3. To stop the foreclosure action, all property taxes through tax year 2015 must be paid in full.
4. The last day to pay taxes (the redemption date) is January 18, 2019.
5. A Circuit Court hearing will be scheduled for shortly after the **January 18, 2019** redemption date, at which time the foreclosure filing will be reviewed by a Circuit Court Judge and an order of foreclosure may be signed.

If you have any questions, please contact our office at 920-448-4074.

Sincerely,

Paul Zeller

Paul D. Zeller,
Brown County Treasurer

STATE OF WISCONSIN

CIRCUIT COURT

BROWN COUNTY

Brown County vs. In the Matter of the Foreclosure of Tax
Liens

Electronic Filing
Notice

Case No. 2018CV001314
Class Code: Other-Real Estate

FILED
10-26-2018
Clerk of Circuit Court
Brown County, WI
2018CV001314
Honorable Thomas J.
Walsh
Branch 2

IN THE MATTER OF THE FORECLOSURE OF TAX LIENS

Case number 2018CV001314 was electronically filed with/converted by the Brown County Clerk of Circuit Court office. The electronic filing system is designed to allow for fast, reliable exchange of documents in court cases.

Parties who register as electronic parties can file, receive and view documents online through the court electronic filing website. A document filed electronically has the same legal effect as a document filed by traditional means. Electronic parties are responsible for serving non-electronic parties by traditional means.

You may also register as an electronic party by following the instructions found at <http://efiling.wicourts.gov/> and may withdraw as an electronic party at any time. There is a \$ 20.00 fee to register as an electronic party.

If you are not represented by an attorney and would like to register as an electronic party, you will need to enter the following code on the eFiling website while opting in as an electronic party.

Pro Se opt-in code: be42b0

Unless you register as an electronic party, you will be served with traditional paper documents by other parties and by the court. You must file and serve traditional paper documents.

Registration is available to attorneys, self-represented individuals, and filing agents who are authorized under Wis. Stat. 799.06(2). A user must register as an individual, not as a law firm, agency, corporation, or other group. Non-attorney individuals representing the interests of a business, such as garnishees, must file by traditional means or through an attorney or filing agent. More information about who may participate in electronic filing is found on the court website.

If you have questions regarding this notice, please contact the Clerk of Circuit Court at 920-448-4155.

Brown County Circuit Court
Date: October 26, 2018

FILED
10-26-2018
Clerk of Circuit Court
Brown County, WI
2018CV001314
Honorable Thomas J.
Walsh
Branch 2

STATE OF WISCONSIN, CIRCUIT COURT, BROWN COUNTY

IN THE MATTER OF THE FORECLOSURE
OF TAX LIENS UNDER SECTION
75.521 WISCONSIN STATUTES BY
BROWN COUNTY, LIST OF TAX LIENS
FOR 2015, NUMBER 1

Case No.: 18CV _____

**NOTICE OF COMMENCEMENT OF PROCEEDING IN REM TO FORECLOSE TAX LIENS
BY BROWN COUNTY**

TAKE NOTICE That all persons having or claiming to have any right, title or interest in or lien upon the real property described in the list of tax liens, No. 1, on file in the office of the clerk of the circuit court of Brown County, dated October 26, 2018, and hereinabove set forth, are hereby notified that the filing of such list of tax liens in the office of the clerk of the circuit court of Brown County constitutes the commencement by said Brown County of a special proceeding in the circuit court for Brown County to foreclose the tax liens therein described by foreclosure proceeding in rem and that a notice of the pendency of such proceeding against each piece or parcel of land therein described was filed in the office of the clerk of the circuit court on October 26, 2018. Such proceeding is brought against the real property herein described only and is to foreclose the tax liens described in such list. No personal judgment will be entered herein for such taxes, assessments or other legal charges or any part thereof.

TAKE FURTHER NOTICE That all persons having or claiming to have any right, title or interest in or lien upon the real property described in said list of tax liens are hereby notified that a certified copy of such list of tax liens has been posted in the office of the county treasurer of Brown County and will remain posted for public inspection up to and including January 18, 2019 which date is hereby fixed as the last day for redemption.

TAKE FURTHER NOTICE That any person having or claiming to have any right, title or interest in or lien upon any such parcel may, on or before said January 18, 2019, redeem such delinquent tax liens by paying to the county treasurer of Brown County, the amount of all such unpaid tax liens and in addition thereto, all interest and penalties which have accrued on said unpaid tax liens, computed to and including the date of redemption, plus the reasonable costs that the county incurred to initiate the proceedings plus the person's share of the reasonable costs of publication under sub. (6).

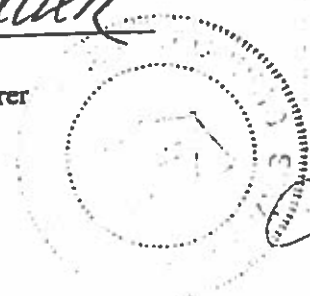
Dated this 26th day of October, 2018.

BROWN COUNTY

By:

Paul D. Zeller

Paul D. Zeller
Brown County Treasurer



29 OCT 18
FILED

FILED
10-26-2018
Clerk of Circuit Court
Brown County, WI
2018CV001314
Honorable Thomas J.
Walsh
Branch 2

STATE OF WISCONSIN, CIRCUIT COURT, BROWN COUNTY

IN THE MATTER OF THE FORECLOSURE
OF TAX LIENS UNDER SECTION
75.521 WISCONSIN STATUTES BY
BROWN COUNTY, LIST OF TAX LIENS
FOR 2015, NUMBER 1

Case No.: 18CV _____

**PETITION AND LIST OF TAX LIENS OF BROWN COUNTY BEING FORECLOSED BY
PROCEEDING IN REM FOR 2015, NUMBER 1**

TO THE CIRCUIT COURT OF BROWN COUNTY, WISCONSIN,

Now comes Brown County, a body corporate existing and operating pursuant to Wisconsin Laws, by Paul D. Zeller, its County Treasurer, by Brent Haroldson, Assistant Corporation Counsel for said County, and files this List of Tax Liens for Brown County for taxes as hereinafter indicated, sales for the years as hereinafter indicated, and alleges and shows the Court:

1. That the List of Tax Liens of Brown County Being Foreclosed by Proceedings In Rem, Number 1 ("List of Tax Liens") is attached hereto and incorporated herein by reference as set forth in full.
2. That Brown County has by Ordinance adopted by the County Board of Supervisors of said County, December 21, 1977, elected to proceed under Section 75.521 of the Wisconsin Statutes for the purpose of enforcing tax liens in Brown County commencing on January 1, 1978.
3. That tax certificate(s) as to each of the parcels of real property described in the attached List of Tax Liens have been issued by Brown County, and two (2) or more years have elapsed since the date of issuance of the tax certificate(s).
4. That Brown County is now the owner and holder of the tax lien for the years, and as evidenced by the tax certificate numbers provided in the List of Tax Liens.
5. That interest and penalty is charged on the principal sum of each tax lien in the attached List of Tax Liens at a rate of one and one-half percent (1.5%)¹ per month. Interest and penalty accrues from February 1st for taxes of the years said tax liens were purchased by Brown County through the last month for redemption.
6. All descriptions by lot and block number refer to plats and maps filed in the Office of the Register of Deeds for Brown County and are sufficient to identify each parcel consistent with the requirement of Wis. Stat. § 75.521(3)(am)1.

¹ See Wis. Stat § 74.47 and Brown County Ordinance 3.061

7. That no municipality other than Brown County has any right, title or interest in the parcels of real property described in the list of tax liens or in the tax liens or in the proceeds thereof, except as stated herein.
 8. That the Village of Allouez is a municipality having a right, title, or interest in proceeds in Items 1, 2, 3, 4, 5, 6, and 7.
 9. That the Village of Bellevue is a municipality having a right, title, or interest in proceeds in Items 8, 9, and 10.
 10. That the Town of Ledgeview is a municipality having a right, title, or interest in proceeds in Item 11.
 11. That the City of De Pere is a municipality having a right, title, or interest in proceeds in Items 12, 13, 70, 71, 72, 73, 74, 75, 76, 77, and 78.
 12. That the Town of Green Bay is a municipality having a right, title, or interest in proceeds in Items 14 and 15.
 13. That the Village of Hobart is a municipality having a right, title, or interest in proceeds in Items 16, 17, and 18.
 14. That the Town of Holland is a municipality having a right, title, or interest in proceeds in Items 19, 20, and 21.
 15. That the Town of Humbolt is a municipality having a right, title, or interest in proceeds in Items 22, 23 and 24.
 16. That the Town of Lawrence is a municipality having a right, title, or interest in proceeds in Item 25.
 17. That the Town of Morrison is a municipality having a right, title, or interest in proceeds in Items 26, 27, 28, 29, 30, 31, 32, 33, and 34.
 18. That the Town of New Denmark is a municipality having a right, title, or interest in proceeds in Items 35, 36, 37, and 38.
 19. That the Town of Pittsfield is a municipality having a right, title, or interest in proceeds in Item 39.
 20. That the Town of Rockland is a municipality having a right, title, or interest in proceeds in Items 40 and 41.
 21. That the Town of Scott is a municipality having a right, title, or interest in proceeds in Item 42.
- 11

22. That the Village of Suamico is a municipality having a right, title, or interest in proceeds in Items 43, 44, 45, and 46.
23. That the Village of Ashwaubenon is a municipality having a right, title, or interest in proceeds in Items 47, 48, 49, 50, 51, 52, 53, 54, and 55.
24. That the Village of Denmark is a municipality having a right, title, or interest in proceeds in Items 56, 57, and 58.
25. That the Village of Howard is a municipality having a right, title, or interest in proceeds in Items 59, 60, 61, 62, and 63.
26. That the Village of Pulaski is a municipality having a right, title, or interest in proceeds in Item 64.
27. That the Town of Wrightstown is a municipality having a right, title, or interest in proceeds in Items 65, 66, 67, 68, and 69.
28. That the City of Green Bay is a municipality having a right, title, or interest in proceeds in Items 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151.

WHEREFORE, Brown County petitions for Judgment vesting title to each of said parcels of land in said Brown County in fee simple absolute, as of the date of Entry of Judgment in this action, and barring and foreclosing any and all claims whatsoever of the former owner, their heirs, successors or assigns and any person claiming through and under them, and all persons, both natural and artificial, including the State of said land since the date of filing this List of Tax Liens in the office of the Clerk of Circuit Court of Brown County.

Date this 26th day of October, 2018.

Address:
OF

PO Box 23600
Green Bay, WI 54305

BROWN COUNTY, A POLITICAL SUBDIVISION

THE STATE OF WISCONSIN

BY:

Paul D. Zeller
Paul D. Zeller, Treasurer

BY:

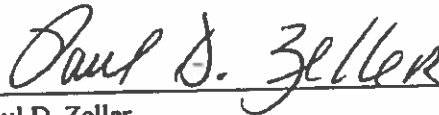
Brent Haroldson
Brent Haroldson
Assistant Corporation Counsel
State Bar #1084517

STATE OF WISCONSIN)

)SS

COUNTY OF BROWN)

Paul D. Zeller, being first duly sworn on oath, says that he is Treasurer of Brown County, Wisconsin a political subdivision of the State of Wisconsin, and that the foregoing List of Liens and statements and dates herein contained are true and correct according to the records of the office of this affiant.

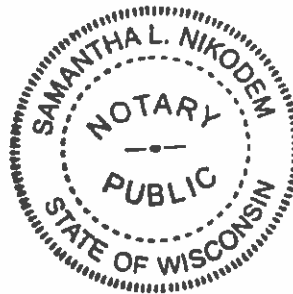


Paul D. Zeller,
Brown County Treasurer

Subscribed and sworn to before me this
26th day of October, 2018.



Samantha L. Nikodem
Notary Public, Brown County, WI
My Commission expires 10/9/2022



29 OCT
[Handwritten signature]

R

O'NEIL LAW OFFICES

JAMES P. O'NEIL
Attorney at Law
Court Commissioner

403 S. Jefferson Street
P.O. Box 1625
Green Bay, WI 54305-1625
Office: (920) 432-6060
Fax: (920) 435-3744
Home: (920) 465-7271
www.jamesponeil.com
email:jamesjponeil@aol.com

October 31, 2018

RE: **IN THE MATTER OF FORECLOSURE OF TAX LIENS PURSUANT TO
SECTION 75.521, WISCONSIN STATUTES, BY BROWN COUNTY,
LIST OF TAX LIENS FOR 2015, NUMBER 1
(Brown County Circuit Court No. 2018 CV 1314, Branch II**

By way of introduction, my name is James P. O'Neil and I am the attorney who has been appointed by the Court to serve as guardian ad litem in these foreclosure proceedings.

It is my responsibility to investigate and determine whether any **minors, incompetents, or unknown persons** have any interest in the properties described in the list of tax liens which are subject to foreclosure by Brown County.

If you have any information that **minors, incompetents, or unknown persons** may have or have an interest in the property being foreclosed, please contact me at (920)432-6060.

If you have any questions concerning the payment of real estate taxes, please call the Brown County Treasurer's Office at (920)448-4074.

Thank you.

Very truly yours.

O'Neil Law Offices


James P. O'Neil

JPO/cg

Item No	DESCRIPTION	Owner, Mortgages, Leinholders	Cert#	Sale Year	Tax Year	Amount
28	M -209	PATRICK MCGUIRE	27	2016	2015	126.00
	TOWN OF MORRISON	LORETTE MCGUIRE	28	2017	2016	124.70
	127,554 SQ FT	WISCONSIN SECRETARY OF STATE	29	2018	2017	17.80
	LOT 1 OF 30 CSM 50 BNG PART OF SE1/4 SE1/4 SEC 9 T21N R21E MAP #4669	US DEPARTMENT OF JUSTICE TAX DIVISION US DEPARTMENT OF JUSTICE EASTERN DISTRICT OF WISCONSIN INTERNAL REVENUE SERVICE DEPT OF WORKFORCE DEVELOPMENT WISCONSIN DEPT OF REVENUE DEPT OF CHILDREN & FAMILIES BROWN COUNTY TREASURER				
29	M -209-2	PATRICK MCGUIRE	27	2016	2015	653.00
	TOWN OF MORRISON	LORETTE MCGUIRE	28	2017	2016	645.00
	128,622 SQ FT	US DEPARTMENT OF JUSTICE	29	2018	2017	632.80
	LOT 2 OF 30 CSM 50 BNG PART OF SE1/4 SE1/4 SEC 9 T21N R21E MAP#4669	TAX DIVISION US DEPARTMENT OF JUSTICE EASTERN DISTRICT OF WISCONSIN INTERNAL REVENUE SERVICE DEPT OF WORKFORCE DEVELOPMENT WISCONSIN DEPT OF REVENUE BROWN COUNTY TREASURER				
30	M -253-2	GORDON KANE JR	27	2016	2015	1,002.20
	TOWN OF MORRISON	DAWN KANE	27	2016	2015	• 16.00
	1.302 AC M/L	BROWN COUNTY TREASURER	28	2017	2016	964.70
	W 310 FT OF N 216 FT OF THE		28	2017	2016	• 16.00
	NW1/4 NE1/4 SEC 12 T21N		29	2018	2017	992.40
	R21E EX RD AND PART OF NW1/4 NE1/4 SEC12 T21N R21E DESC IN 2743502		29	2018	2017	• 16.00
31	M -332-2	JOSEPH BARIL	27	2016	2015	846.40
	TOWN OF MORRISON	DEBRA BARIL	28	2017	2016	816.40
	1.307 AC M/L	BROWN COUNTY TREASURER	29	2018	2017	812.60
	W 208 FT OF E 647 FT OF S 312 FT OF SW1/4 SW1/4 SEC 16 T21N R21E EX RD		29	2018	2017	• 16.00
32	M -702-9	JOEL REETZ	27	2016	2015	375.60
	TOWN OF MORRISON	SHERALEE A REETZ	28	2017	2016	252.10
	37,353 SQ FT	BROWN COUNTY TREASURER	29	2018	2017	255.20
33	LOT 2 OF 38 CSM 157 BNG PRT OF SW1/4 NW1/4 SEC 34 T21N R21E MAP #5820					
	M -760	BRITNEY M WOODFORD	27	2016	2015	1,789.10
	TOWN OF MORRISON	BROWN COUNTY TREASURER	27	2016	2015	• 651.15
	0.237 AC M/L		28	2017	2016	1,798.80
	WAYSIDE LOT 7 BLK 2		28	2017	2016	• 740.79
			29	2018	2017	1,821.30
			29	2018	2017	• 748.81

BROWN COUNTY TREASURER
FORECLOSURE OF TAX LIENS BY ACTION IN REM (75.521 WI STATUTES)

INFORMATIONAL RECORD

20__ IN REM

PARCEL NUMBER: M-332-2

PROPERTY OWNERSHIP INFORMATION

Current Owner's Name: Joseph A & Debra A Baril

Property Address: 3531 Park Rd

Legal Description: The West 208 feet of the East 647 feet of the South 312 feet of the Southwest Quarter of the Southwest Quarter of Section 16, Township 21 North, Range 21 East, in the Town of Morrison, Brown County, Wisconsin, subject to highway rights of way and easements of record.
VESTING INFORMATION (can combine this info with section below)

Current Grantee (s) & Address of Record:

Joseph A Baril & Debra A Baril, as survivorship marital property

Address: 310 Clay St #6
Wrightstown, WI 54180

OPEN MORTGAGE INFORMATION (a copy is not needed)

Current Unsatisfied Mortgagee(s) & mailing Address:

None found.

Current Lis Pendens, Unsatisfied Judgments/Liens, Tax Liens & Address

Case No. with brief description and mailing address if noted.

09-SC-7322 - Baycare Health Systems (PO Box 28900, Green Bay, WI 54324) vs. Debra A Baril & Joseph A Baril Sr in the amount of \$1112.85.

13-SC-1979 - Aurora Medical Group Inc (PO Box 343910, Milwaukee, WI 53234) vs. Debra Baril & Joseph Baril in the amount of \$2430.93.

14-SC-1322- North Shore Foot & Ankle SC (2005 S Lake Park Rd, Appleton, WI 54915) vs. Debra Baril & Joseph A Baril Sr in the amount of \$923.21.

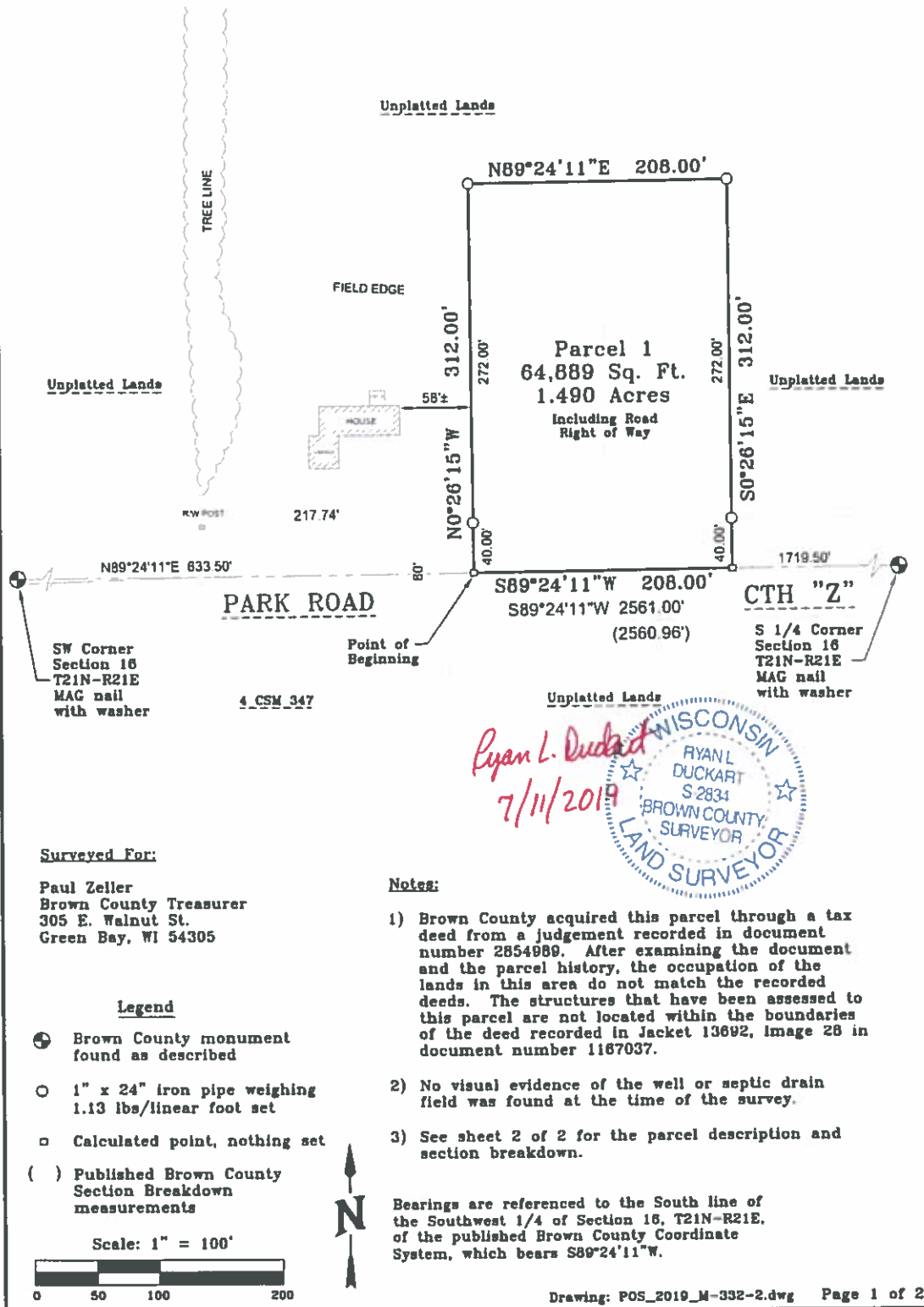
14-SC-6458 - Fox Valley Surgical Associates Ltd (1818 N Meade St, Ste 240 West, Appleton, WI 54911) vs. Joseph A Baril Sr & Debra Baril in the amount of \$470.15.

Search Period: 9/9/2018

Completed By: A to Z Searching & Closing

PLAT OF SURVEY

The West 208 feet of the East 647 feet of the South 312 feet of the Southwest 1/4 of the Southwest 1/4 of Section 16,
Township 21 North, Range 21 East,
Town of Morrison, Brown County, Wisconsin.



PLAT OF SURVEY

Parcel 1 Description:

A parcel of land being the West 208 feet of the East 647 feet of the South 312 feet of the Southwest 1/4 of the Southwest 1/4 of Section 16, Township 21 North, Range 21 East, Town of Morrison, Brown County, Wisconsin more fully described as follows:

Commencing at the Southwest Corner of Section 16, T21N-R21E; thence N89°24'11"E, 633.50 feet along the South line of the Southwest 1/4 of said Section 16 to the Point of Beginning; thence N0°26'15"W, 312.00 feet; thence parallel to said South line N89°24'11"E, 208.00; thence S0°26'15"E, 312.00 feet to a point on said South line; thence S89°24'11"W, 208.00 feet along said South line to the Point of Beginning.

Parcel contains 64,889 square feet/1.490 acres more or less and subject to road right of way, any easements or restrictions of record.

I, Ryan L. Duckart, Professional Land Surveyor, do hereby certify that under the direction of Paul Zeller, Brown County Treasurer, I have surveyed and mapped part of Section 16, T21N-R21E, Town of Morrison, Brown County, Wisconsin more fully described above, and that this survey complies with Chapter A-E 7 of the Wisconsin Administrative Code and is true and correct to the best of my knowledge and belief.

Field work completed July 9, 2019

Dated this 11TH day of JULY, 2019

Ryan L. Duckart

Ryan L. Duckart PLS-2834
Brown County Surveyor



W 1/4 Corner
Section 16
T21N-R21E
MAG nail
with washer

N89°27'E 2566.70'
(S89°24'11"W 2566.66')
1283.35'

N89°27'E 2593.37'
(S89°24'11"W 2593.36')

NW-SW

NE-SW

SE

N0°29'51"W 2607.92'
(N0°29'41"W 2608.00')

N0°22'39"W 2721.40'
N0°22'39"W 2721.44'

SW-SW

SE-SW

SW Corner
Section 16
T21N-R21E
MAG nail
with washer

647'
208'
312'
1280.50'
S89°24'11"W 2561.00'
(2560.96')

S 1/4 Corner
Section 16
T21N-R21E
MAG nail
with washer

Legend

⊙ Brown County monument
found as described

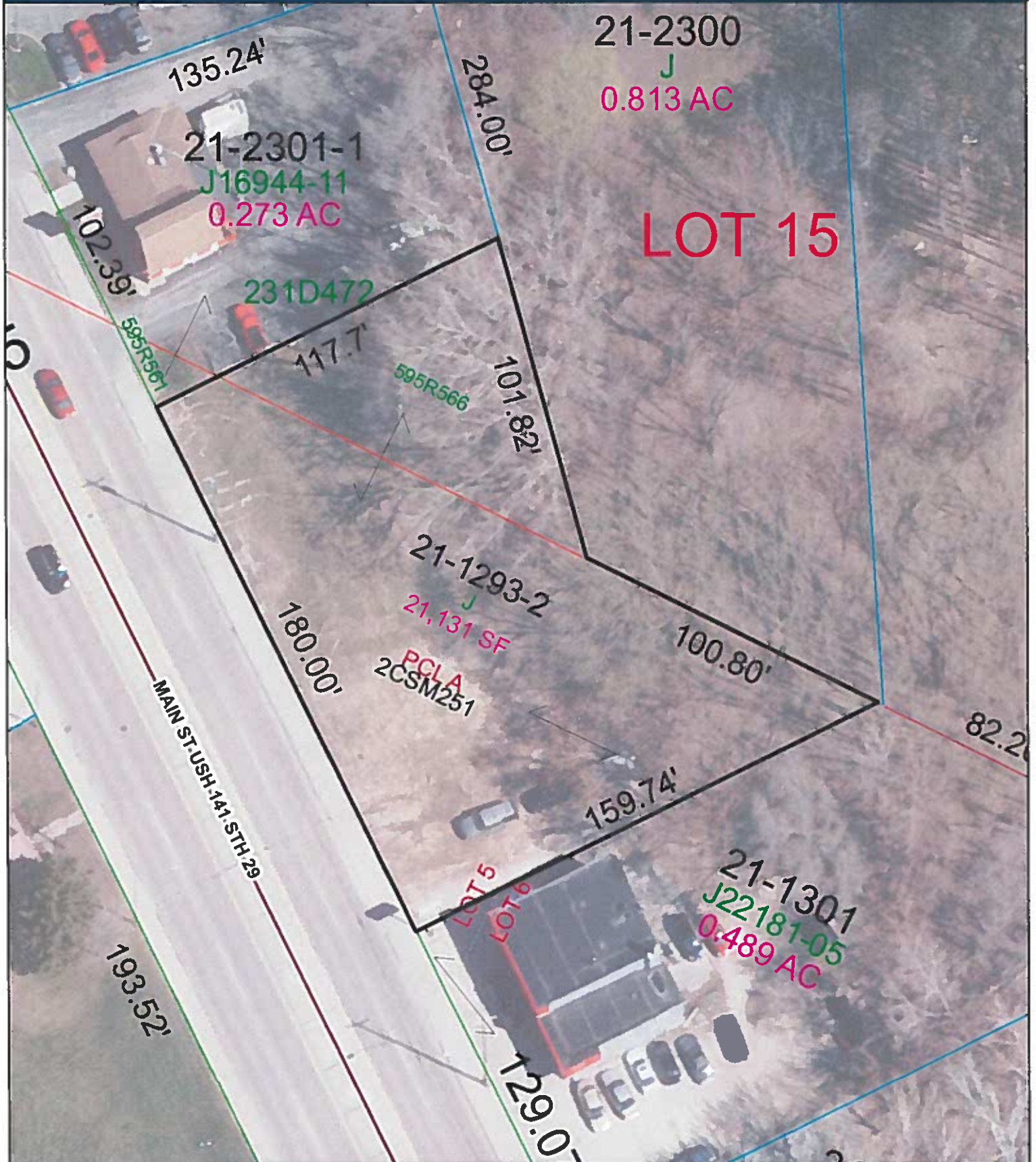
() Published Brown County
Section Breakdown
measurements

Scale: 1" = 1000'



Bearings are referenced to the South line of the Southwest 1/4 of Section 16, T21N-R21E, of the published Brown County Coordinate System, which bears S89°24'11"W.

1739 Main St, City of Green Bay
Parcel# 21-1293-2



This map is intended for advisory purposes only. All boundaries shown on this map are general representations only and should NOT be used for legal documentation or boundary survey determinations. This information is based on sources believed to be reliable, but Brown County distributes this information on an As Is basis. No warranties are implied.

Aerial Photo date: May 2014. Parcel overlay date November 2016

1 in = 40 ft



Parcel No 1-936-B

Taken in Rem: April 10, 2019

Date Municipality offered: _____

Date Letter Sent to former owner: _____

TAX YEAR	GENERAL TAX	INTEREST & PENALTY	SPECIAL ASSESSMENT	INTEREST * PENALTY	
2018	1,101.70	33.05	1,286.11	38.58	2,459.44
2017	1,072.80	241.38	530.78	119.43	1,964.39
2016	1,058.80	428.82	552.08	223.59	2,263.29
2015	1,050.70	614.66	602.37	352.38	2,620.11
2014	-	-	-	-	-
2013	-	-	-	-	-
2012	-	-	-	-	-
2011	-	-	-	-	-
2010	-	-	-	-	-
2009	-	-	-	-	-
SPECIALS NOT ON TAX ROLL	-	-	-	-	-
TOTALS	4,284.00	1,317.91	2,971.34	733.98	9,307.23

Out of Pocket Charges

In-Rem charges
Guardian Ad Litem

Total Charges

Total Charges & Taxes

200.00

200.00

9,507.23

#5,801.91

Parcel No 1-950

Taken in Rem: April 10, 2019

Date Municipality offered: _____

Date Letter Sent to former owner: _____

TAX YEAR	GENERAL TAX	INTEREST & PENALTY	SPECIAL ASSESSMENT	INTEREST * PENALTY	
2018	446.70	13.40	868.79	26.06	1,354.95
2017	435.10	97.90	892.03	200.70	1,625.73
2016	301.70	122.19	433.10	175.41	1,032.40
2015	1,416.30	828.54	10,645.55	6,227.64	19,118.03
2014	-	-	-	-	-
2013	-	-	-	-	-
2012	-	-	-	-	-
2011	-	-	-	-	-
2010	-	-	-	-	-
2009	-	-	-	-	-
SPECIALS NOT ON TAX ROLL	-	-	-	-	-
TOTALS	- 2,599.80	1,062.03	12,839.47	6,629.81	23,131.11

Out of Pocket Charges

In-Rem charges	200.00
Guardian Ad Litem	
Total Charges	200.00
Total Charges & Taxes	23,331.11

Parcel No 17-880

Taken in Rem: April 10, 2019

Date Municipality offered: _____

Date Letter Sent to former owner: _____

TAX YEAR	GENERAL TAX	INTEREST & PENALTY	SPECIAL ASSESSMENT	INTEREST * PENALTY	
2018	215.00	6.45	435.75	13.07	670.27
2017	209.60	47.16	12,286.11	2,764.38	15,307.25
2016	1,540.00	623.70	519.56	210.42	2,893.68
2015	1,527.40	893.53	540.36	316.11	3,277.40
2014	-	-	-	-	-
2013	-	-	-	-	-
2012	-	-	-	-	-
2011	-	-	-	-	-
2010	-	-	-	-	-
2009	-	-	-	-	-
SPECIALS NOT ON TAX ROLL	-	-	-	-	-
TOTALS	3,492.00	1,570.84	13,781.78	3,303.98	22,148.60

Out of Pocket Charges

In-Rem charges
Guardian Ad Litem

5,262.84

200.00

Total Charges

200.00

Total Charges & Taxes

22,348.60

Parcel No 21-455-2

Taken in Rem: April 10, 2019

Date Municipality offered: _____

Date Letter Sent to former owner: _____

TAX YEAR	GENERAL TAX	INTEREST & PENALTY	SPECIAL ASSESSMENT	INTEREST * PENALTY	
2018	3,231.90	96.96	891.59	26.75	4,247.20
2017	3,148.70	708.46	809.64	182.17	4,848.97
2016	3,107.60	1,258.58	1,009.51	408.85	5,784.54
2015	3,080.90	1,802.33	678.57	396.96	5,958.76
2014	-	-	-	-	-
2013	-	-	-	-	-
2012	-	-	-	-	-
2011	-	-	-	-	-
2010	-	-	-	-	-
2009	-	-	-	-	-
SPECIALS NOT ON TAX ROLL	-	-	-	-	-
TOTALS	12,569.10	3,866.33	3,389.31	1,014.73	20,839.47

Out of Pocket Charges

In-Rem charges
Guardian Ad Litem

Total Charges

Total Charges & Taxes

200.00

200.00

21,039.47

#16,635.43

Parcel No 3-40

Taken in Rem: April 10, 2019

Date Municipality offered: _____

Date Letter Sent to former owner: _____

TAX YEAR	GENERAL TAX	INTEREST & PENALTY	SPECIAL ASSESSMENT	INTEREST * PENALTY	
2018	1,029.40	30.88	1,668.73	50.06	2,779.07
2017	1,048.40	235.89	991.69	223.13	2,499.11
2016	1,025.20	415.20	242.47	98.20	1,781.07
2015	539.23	315.45			854.68
2014	-	-	-	-	-
2013	-	-			-
2012	-	-			-
2011	-	-			-
2010					-
2009					-
SPECIALS NOT ON TAX ROLL					-
TOTALS	3,642.23	997.42	2,902.89	371.39	7,913.93

Out of Pocket Charges

In-Rem charges	200.00
Guardian Ad Litem	
Total Charges	200.00
Total Charges & Taxes	8,113.93

Chuck,
Could You Please Calculate A New
total Payoff As of JULY 17, 2019
by Adding the Appropriate Interest &
Penalty? Thank You.

Brown County Administration

Budget Status Report

For period ended 8/31/2019

Unaudited

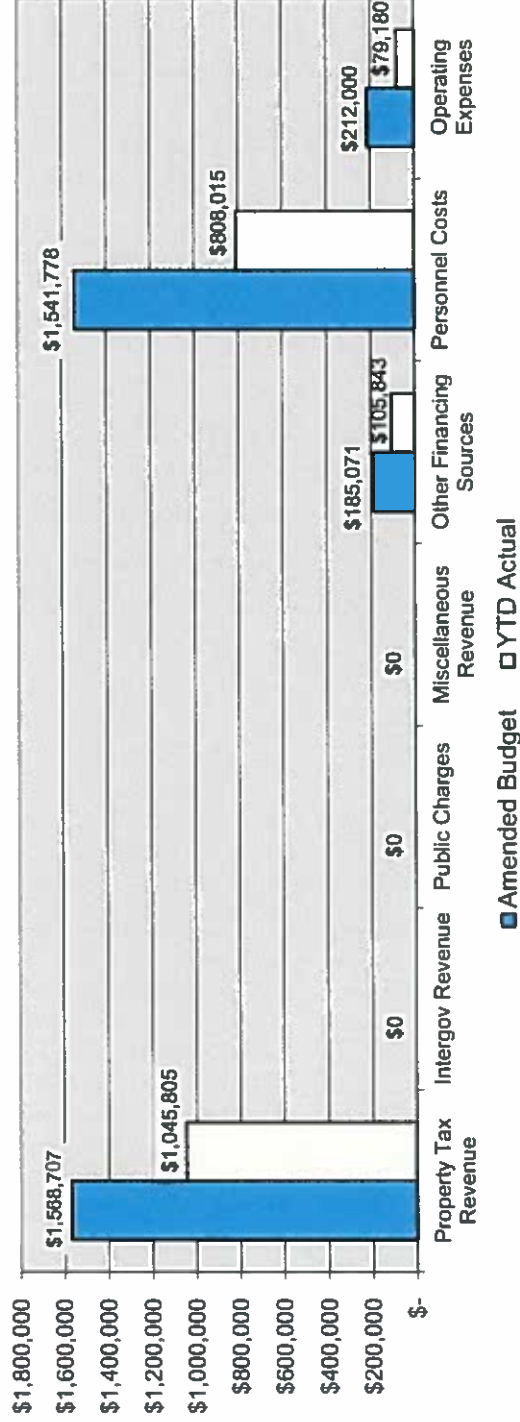
	Amended Budget	YTD Actual	% of Budget
Property Tax Revenue	\$ 1,568,707	\$ 1,045,805	67%
Intergov Revenue	\$ -	\$ -	0%
Public Charges	\$ -	\$ -	0%
Miscellaneous Revenue	\$ -	\$ -	0%
Other Financing Sources	\$ 185,071	\$ 105,843	57%
Personnel Costs	\$ 1,541,778	\$ 808,015	52%
Operating Expenses	\$ 212,000	\$ 79,180	37%

HIGHLIGHTS:

Revenues: Other financing sources are trending slightly below budgeted amounts due to the two vacant positions mentioned below being funded by other financing sources. All other revenues are trending as expected.

Expenses: Personnel costs are lower due to vacancies of two positions. Operating expenses are trending lower than expected due to the carryover of \$80,465. Disregarding the carryover operating expenses would be at 60%.

Administration - August 31, 2019 **Unaudited**





Budget by Account Classification Report

Through 8/31/19 **UNAUDITED**

Prior Fiscal Year Activity Included

Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/	Prior Year YTD
Fund 100 - General Fund									
REVENUE									
Property taxes	1,568,707.00	.00	1,568,707.00	130,725.58	.00	1,045,804.64	522,902.36	67	882,784.00
Intergov Revenue	.00	.00	.00	.00	.00	.00	.00	+++	.00
Public Charges	.00	.00	.00	.00	.00	.00	.00	+++	.00
Miscellaneous Revenue	.00	.00	.00	.00	.00	.00	.00	+++	16.00
Other Financing Sources	74,881.00	110,190.00	185,071.00	230.36	.00	105,842.80	79,228.20	57	88,990.00
REVENUE TOTALS	\$1,643,588.00	\$110,190.00	\$1,753,778.00	\$130,955.94	\$0.00	\$1,151,647.44	\$602,130.56	66%	\$971,790.00
EXPENSE									
Personnel Costs	1,521,076.00	20,702.00	1,541,778.00	93,900.70	.00	808,014.99	733,763.01	52	662,916.85
Operating Expenses	122,512.00	89,488.00	212,000.00	6,826.31	1,100.00	79,180.46	131,719.54	38	77,140.98
EXPENSE TOTALS	\$1,643,588.00	\$110,190.00	\$1,753,778.00	\$100,727.01	\$1,100.00	\$887,195.45	\$865,482.55	51%	\$740,057.83
Fund 100 - General Fund Totals	\$0.00	\$0.00	\$0.00	\$29,998.57	(\$1,100.00)	\$264,451.99	(\$263,351.99)		\$231,732.17
Grand Totals									
REVENUE TOTALS	1,643,588.00	110,190.00	1,753,778.00	130,725.58	.00	1,151,647.44	602,130.56	66%	971,790.00
EXPENSE TOTALS	1,643,588.00	110,190.00	1,753,778.00	100,727.01	1,100.00	887,195.45	865,482.55	51%	740,057.83
Grand Totals	\$0.00	\$0.00	\$0.00	\$29,998.57	(\$1,100.00)	\$264,451.99	(\$263,351.99)		\$231,732.17

Fund 100 - General Fund Totals

REVENUE TOTALS

EXPENSE TOTALS

Fund 100 - General Fund Totals

Grand Totals

REVENUE TOTALS

EXPENSE TOTALS

Grand Totals

14

2019 BUDGET ADJUSTMENT LOG

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPRL REQ'D?	BOARD ACTION/DATE
19-072	8/22	Circuit Courts	Transfer of funds from the General Government to Circuit Courts for an audio upgrade for Circuit Court Branch 1. The old audio equipment is obsolete and unable to be repaired. Teleconferencing is currently unavailable in the courtroom. Funding for this upgrade will come from the county's contingency fund, which has funds available to cover this expense. Contingency Fund Balance \$283,000 Fiscal Impact: \$30,346	6	8/27	Y	AD 9/5 PS 9/10 CB 9/18 Emld Dept 8/27
19-073	8/26	Public Works	Move \$6,500 savings from Jail/911 Ceiling Tile Replacement to Jail/911 Carpet & Flooring Replacement. Both are sales tax projects. Fiscal Impact \$0	5b	9/3	Y	PDT 9/23 EX 10/7 CB 10/16 Emld Dept 9/3
19-074	8/26	Public Works	Move savings from HPOD Ceiling Mold Remediation (\$92,912 sales tax budget 29,048 non-sales tax budget) to the Duck Creek Fuel System Upgrade (also a sales tax project) as those bids have come in higher than the estimates used to budget this project. Fiscal Impact \$0	5b	9/3	Y	PDT 9/23 EX 10/7 CB 10/16 Emld Dept 9/3
19-075	8/26	Public Works	Move savings from HPOD Ceiling Mold Remediation (\$6,000) to fund the Sophie Beaumont Fencing project (\$6,000) that is being mandated by the City. This portion of the budget remaining is no-sales tax budget. Fiscal Impact: \$0	3	9/3	N	Emld Dept 9/3
19-076	9/11	Parks	2019 Parks: This adjustment is related to the 2018-2019 State Funded Snowmobile Trail program. The maintenance grant is budgeted during the annual budget process, however depending upon the winter and snowmobile season clubs are eligible for additional reimbursement through the WDNR supplemental funding. The supplemental funding amounts are not known until September/October of each year. This budget adjustment is listed at \$46,958, the total amount submitted to the DNR for supplemental reimbursement. It is not known if the total, maximum amount will be funded, or a pro-rated amount set by the DNR. Fiscal Impact: \$46,958	7	9/17	Y	ED 9/26 CB 10/16 Emld Dept 9/17

2019 BUDGET ADJUSTMENT LOG

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPRL REQ'D?	BOARD ACTION/DATE
19-077	9/13	SHERIFF	This 2019 budget adjustment is to increase grant revenue and related overtime expense to participate in an Organized Crime Drug Enforcement Task Force (OCDETF) grant for a 2019 covert operation. The grant provides funds for overtime incurred for Operation Pick 6 up to \$75,000. However, based on activity for January - June it is expected the amount will be \$65,293. Fiscal Impact: \$65,293	7	9/20	Y	PS 10/8 CB 10/16 Emlt Dept 9/20
19-078	9/18	HHS-CS	A newer passenger van used extensively in Community Services operations was totaled in an accident with anticipated proceeds from insurance just over \$17,500. The remaining amount needed to replace this vehicle is approximately \$7,000 which can be transferred from copying and supply categories running under budget in 2019. Fiscal Impact: \$24,500	7	9/19	Y	HS 9/25 CB 10/16 Emlt Dept 9/19
19-079	9/18	HHS-CS	Contractor bids received for the Shelter Care bathroom area project have come in much higher than anticipated. \$128,000 was budgeted for this project in 2019 and this was intended to be a conservative estimate. However, all three contractors bidding on the project submitted similarly high bids for this relatively complex reconstruction/remodeling project which will allow significant additional bathroom access for the children served at Shelter Care. The lowest bid for the project is approximately \$153,000. Fiscal Impact: \$25,000	8	9/19	Y	HS 9/25 CB 10/16 Emlt Dept 9/19
19-080	9/20	PSC	*2019" This Public Safety Communications budget adjustment request is related to the intergovernmental agreement between Brown County and the Oneida Nation for the Tribe's use of Brown County's radio infrastructure. This additional revenue will be used by PSC for staff training related to the newly proposed computer aided dispatch system in 2019 and/or 2020. The annual fee for the period 10/1/19-9/30/20 is \$60,453. Refer to proposed intergovernmental agreement attached. Fiscal Impact: \$35,000	7	9/25/19	Y	PS 10/8 CB 10/16 Emlt Dept 9/25
19-081	9/26	Child Support	Increase in Access & Visitation grant revenue by \$8,904 with offsetting increase in travel and training for the purpose of providing staff with mediation training both in person and online. Fiscal Impact: \$ 8,904	7	10/1/19	Y	AD 10/10 CB 10/16 Emlt Dept 10/1/19

BUDGET ADJUSTMENT REQUEST

CategoryApproval Level

- ☐ 1 Reallocation from one account to another in the same level of appropriation Dept Head
- ☐ 2 Reallocation due to a technical correction that could include: Director of Admin
- Reallocation to another account strictly for tracking or accounting purposes
 - Allocation of budgeted prior year grant not completed in the prior year
- ☐ 3 Any change in any item within the Outlay account which does not require the County Exec
- ☐ 4 Any change in appropriation from an official action taken by the County Board County Exec
- (i.e., resolution, ordinance change, etc.)
- ☐ 5 a) Reallocation of up to 10% of the originally appropriated funds between any Admin Comm
- levels of appropriation (based on lesser of originally appropriated amounts).
- ☐ 5 b) Reallocation of more than 10% of the funds originally appropriated between Oversight Comm
- any of the levels of appropriation. 2/3 County Board
- ☐ 6 Reallocation between two or more departments, regardless of amount Oversight Comm
- 2/3 County Board
- ☒ 7 Any increase in expenses with an offsetting increase in revenue Oversight Comm
- 2/3 County Board
- ☐ 8 Any allocation from a department's fund balance Oversight Comm
- 2/3 County Board
- 9 Any allocation from the County's General Fund (*requires separate Resolution*) Oversight Comm
- After County Board approval of the resolution, a Category 4 budget adjustment must be prepared. Admin Committee
- 2/3 County Board

Justification for Budget Change:

Contract Change Approval: Stop Loss provider contract change to be awarded to H.C.C. Life Insurance Company (see attached) the county is estimating to save \$61,918 in premiums. There will be no offsetting decrease in revenues.

Fiscal Impact*: \$(61,918)


*Enter \$0 if reclassifying previously budgeted funds. Enter actual dollar amount if new revenue or expense.

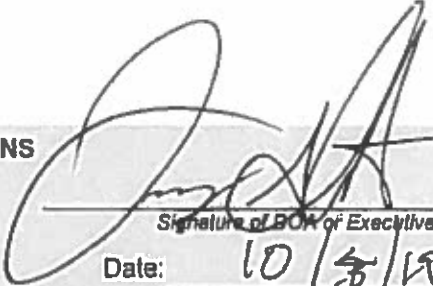
Increase	Decrease	Account #	Account Title	Amount
<input type="checkbox"/>	<input checked="" type="checkbox"/>	750.064.033.5405.001	Stop loss premium Medical	\$61,918
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

DWD

10/3/19

AUTHORIZATIONS


 Signature of Department Head
 Department:
 Date:


 Signature of BOC or Executive
 Date: 10/3/19



TOKIO MARINE
HCC

Medical Stop Loss Proposal For Brown County (WI)

**Presented by
Centerstone Ins & Fin Services, Inc dba BenefitMall**

**Underwritten by
Ryan Green**

**Carrier
HCC Life Insurance Company**

**Tokio Marine HCC - Stop Loss Group
7950 Legacy Drive, Suite 600
Plano, TX 75024
(214) 387-5400**

Visit us online at www.tmhcc.com



**TOKIOMARINE
HCC**

Tokio Marine HCC - Stop Loss Group
7950 Legacy Drive, Plano, TX 75024
Telephone (214) 387-5460 Facsimile (214) 387-5448

Underwriter **Green, Ryan**
Group **Brown County (WI)**
Carrier **HCC Life Insurance Company**

Proposal **09/26/2019** Proposal No **2**
Effective Date **01/01/2020** Valid Thru Date **01/10/2020**
Expiration Date **12/31/2020**

INDIVIDUAL STOP LOSS COVERAGE

Coverages		Option 1	Option 2	Option 3
		Medical, Rx Card	Medical, Rx Card	Medical, Rx Card
Contract Type		12/18	12/18	12/18
Annual Specific Deductible per Individual		400,000	415,000	430,000
Contract Advantage Plan		Included	Included	Included
Lifetime Reimbursement	Unlimited			
Maximum Contract Period Reimbursement		Unlimited	Unlimited	Unlimited
Inpatient Mental & Nervous	365 Days			
Quoted Rate Per Month	<u>Enrollment</u>			
Single	467	11.08	10.43	9.82
Family	785	45.20	42.86	40.62
Composite	1232	32.28	30.58	28.95
Estimated Annual Premium		477,028	451,905	427,923
Quoted Rate(s) includes Commissions of		0.00%	0.00%	0.00%

OVERALL COST SUMMARY

	Option 1	Option 2	Option 3
Total Annual Fixed Costs	477,028	451,905	427,923
Maximum Annual Liability	477,028	451,905	427,923

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PROPOSAL QUALIFICATIONS AND CONTINGENCIES

Quoted terms and conditions are subject to possible revision based upon receipt and review of the following items:

- Paid claims experience to the effective date including monthly enrollment figures.
- Updated shock loss information to the date HCC Life Insurance Company has been notified that the proposal has been accepted by the group. Shock loss information should include injuries, illnesses, diseases, diagnoses, or other losses of the type, which are reasonably likely to result in a significant medical expense claim or disability, regardless of current claim dollar amount. In addition, shock loss information should include any claimant that has incurred claim dollars in excess of \$ 200,000, regardless of diagnosis. Information is also needed on any claims processed and unpaid, pending or denied for any reason. Please refer to our Trigger Diagnosis Disclosure List, which provides examples of some, but not all, types of shock losses.
- We will accept final shock loss disclosure no earlier than 30 days prior to the effective date.
- Please see the attached exhibit for plan document assumptions and requirements.
- Should a large claim(s) (non-reoccurring and/or ongoing) become known and the initial date of service is prior to the date of written acceptance by HCC Life Insurance Company, we reserve the right to re-underwrite the case.
- In the event there is a greater than 10% change in enrollment between the submitted initial enrollment data and the final enrollment data, rates and factors may be recalculated.
- Minimum participation level of 75% of all eligible employees is required.
- Our proposal includes Simultaneous Funding on Specific reimbursements.
- Rates and Factors are calculated with the plan anniversary date and the Policy effective date as the same date. Should the plan anniversary date and the stop loss policy effective date be different we reserve the right to modify our rates, factors and terms of coverage to accommodate for additional liabilities incurred by the plan due to state and/or federal mandates during the stop loss contract period.
- Quote rated with retirees not covered. Quote rated with no COBRAs being covered based on the census information provided.
- Contract Advantage Plan - 6% has been added to the indicated specific rates for a no new laser guarantee renewal rating action of no more than 50%, regardless of the ongoing claim liability at renewal.
- Quote Rated with the following UR Vendors: UMR Care Management, .
- Quote Rated with the following Cost Containment Program(s): UnitedHealthcare ChoicePlus.
- **INCUMBENT ADMINISTRATORS ONLY** In Lieu of Disclosure Statement, UMR, Inc. approved reports SLAM Report (Stop Loss Activity Management) , UM Cases Open or Closed Within Specified Timeframe, SLAM Report (Stop Loss Activity Management), SLAM Report (Stop Loss Activity Management), SLAM Report (Stop Loss Activity Management), Monthly Aggregate Stop Loss Result will be accepted as disclosure.
- Claim disclosure information provided to date for this account has been reviewed and no further information is needed. Rates effective 01/01/2020 are firm and final if acceptance by 10/04/2019. If acceptance is not provided by this date, updated disclosure information will be needed to finalize.
- Disclosure statements to be completed within 7 days of acceptance.

PROPOSAL QUALIFICATIONS AND CONTINGENCIES

Initial the selected proposal option

	Option 1	Option 2	Option 3
Specific			
Aggregate	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>

The Premium and Aggregate Deductibles are based on the data submitted. Any inaccurate or incomplete data submitted may require changes at final underwriting. We will not be bound by any typographical errors or omissions contained herein.

Date _____ By _____
Agent of Record or Administrator

This proposal expires if applications are not requested before the valid through date.

Plan Document Assumptions

This proposal for stop loss coverage assumes the Plan Sponsor's plan document includes certain standard clauses, exclusions and limitations. These exclusions and limitations include, but are not limited to the following:

1. **Eligibility, Effective Date, and Enrollment Date** provisions, which include definitions of eligible employees (including definitions of full-time and part-time), dependents, and retirees, if applicable.
2. **Termination Provisions** which clearly define when eligibility and benefits cease. The Termination Provisions should include specific wording regarding extension of coverage (also known as "extension of active service") during a period of inactive service due to disability, layoff or leave of absence. The plan should include COBRA wording consistent with federal requirements.
3. **Transplant benefit** wording that identifies any benefits applicable to the donor (particularly the non-participating donor), the recipient, organ procurement, and any covered transportation, lodging and companion charges.
4. The Plan is expected to contain provisions that preserve its ability to seek a right of recovery, to recover funds via subrogation, to enforce coordination of benefit clauses with other plans and where able, to be secondary to Medicare and other public programs (subject to the Plan's compliance with Medicare Secondary Payer rules).
5. **Exclude expenses** resulting from losses which are due to any act of war, whether declared or not.
6. **Exclude expenses** for any injury or illness arising out of or in the course of any occupation or employment for wage or profit.
7. **Exclude expenses** related to Alternative Treatment, except when deemed both medically necessary and cost effective when compared to a normal course of treatment.
8. **All HCC Life policies** contain an Experimental and Investigative definition and exclusion along with coverage requirements for clinical trials that complies with the Affordable Care Act (ACA).

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

October 1, 2019

Committee Date:
October 10, 2019

TO: Administration Committee

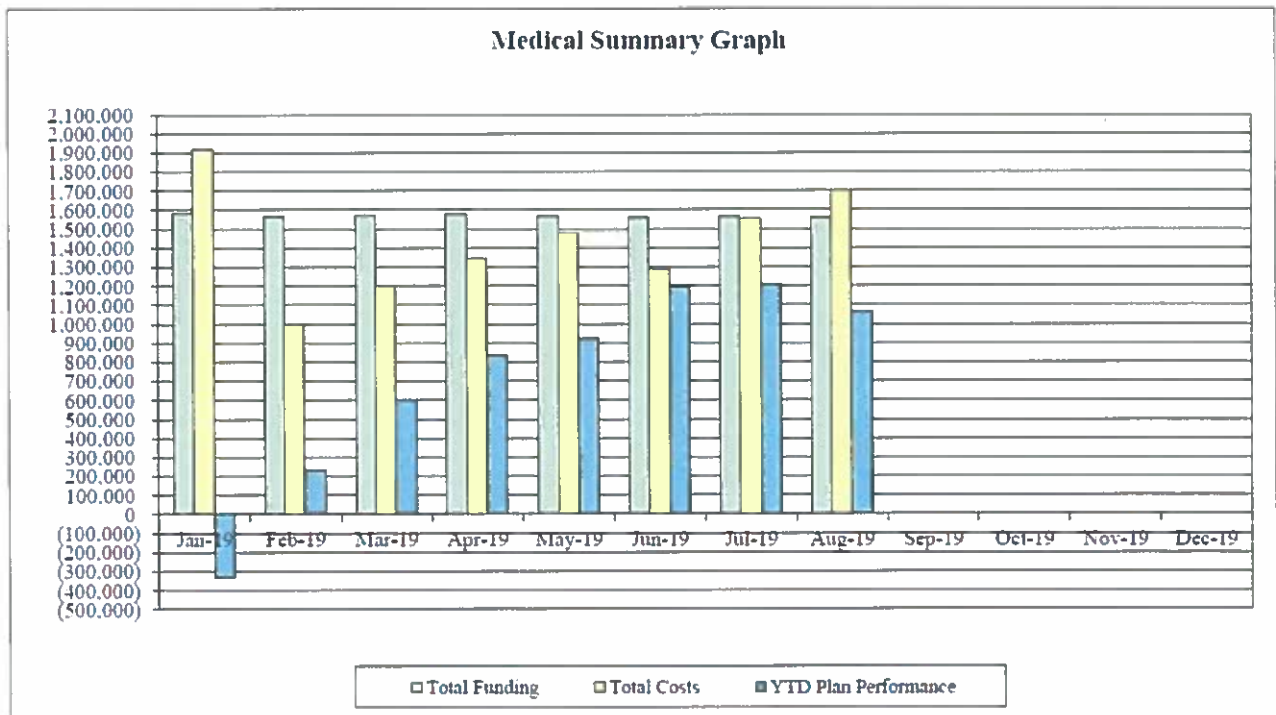
FROM: C. Weininger
Director of Administration

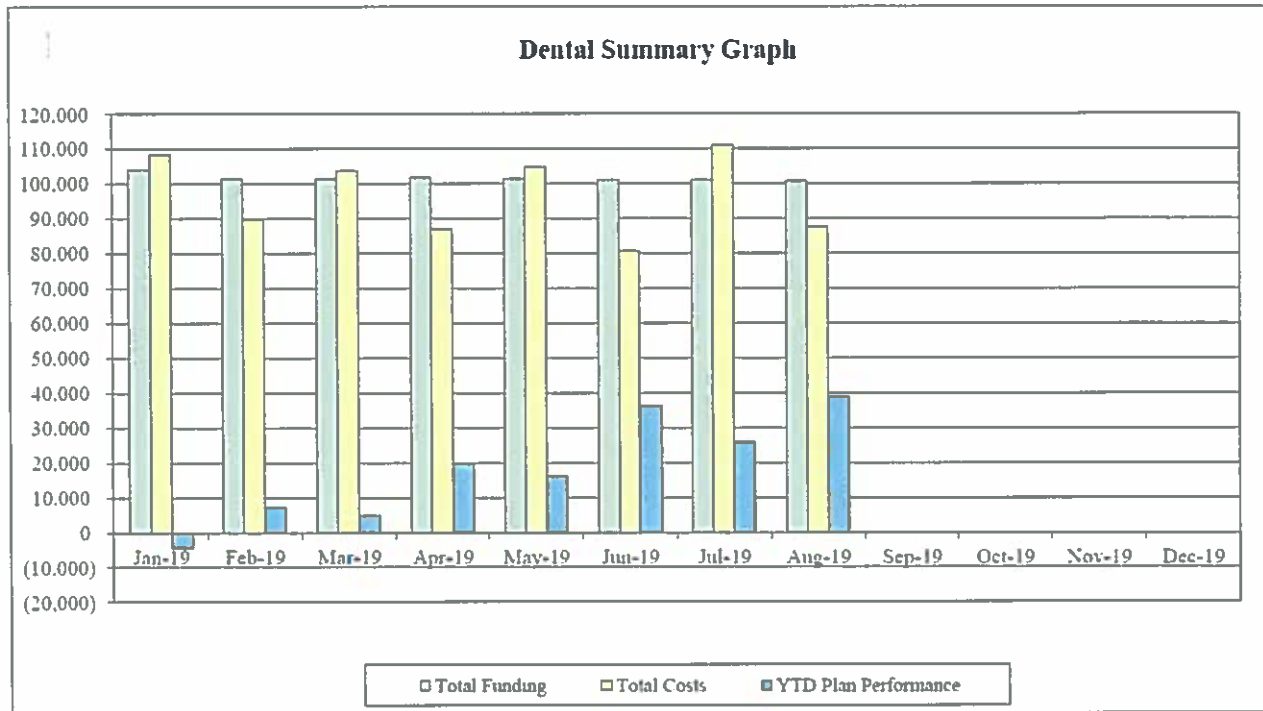
SUBJECT: September Director's Report

I. HR Update

For the month of September, we required all staff to complete a mandatory webinar training entitled "HIPAA: Health Information for Public Entities". Two of the generalist are heading to a SHRM conference in October and the other two are attending a training regarding employment law updates.

II. Benefits





III. Recruitment

Recruitment Report

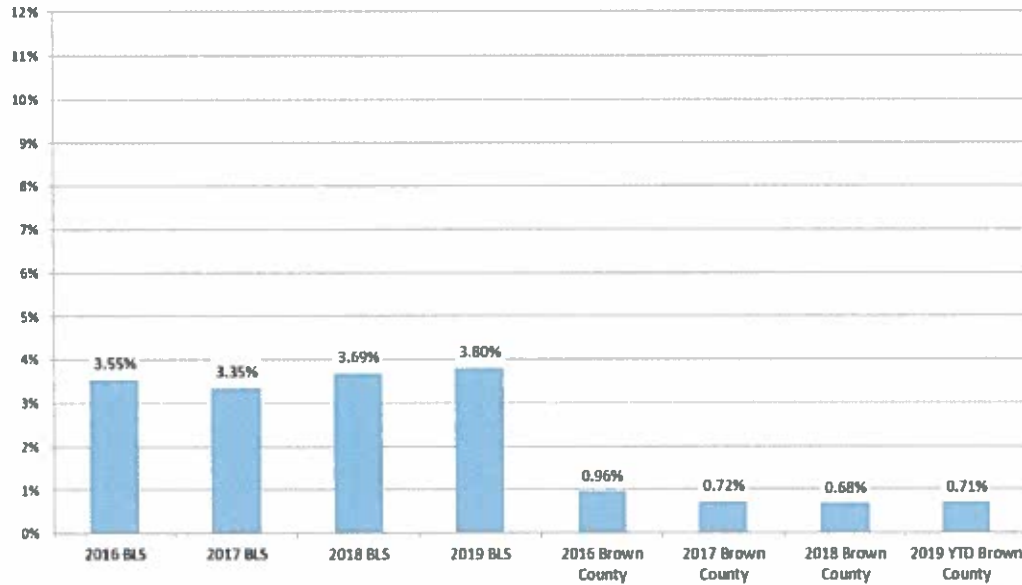
As of 9-25-19

Department	Title	# of Vacancies	FT, PT, On Call
Airport	Maintenance Mechanic Airport	1	FT
HHS-Comm Services	AODA Counselor	1	FT
HHS-Comm Services	Clerk II Economic Support	1	FT
HHS-Comm Services	Purchasing Clerk	1	FT
HHS-Comm Services	Youth Support Specialist Part-Time	1	PT
HHS-CTC	Advanced Practice Nurse Prescriber	1	On Call
HHS-CTC	Certified Nursing Assistant (CNA)	10	PT
HHS-CTC	Co-op Student Intern Dietary	1	LTE
HHS-CTC	Food Service Worker - Part Time	1	PT
HHS-CTC	Hospital & Nursing Home Administrator	1	FT
HHS-CTC	RN Full-Time	1	FT
HHS-CTC	RN Part-Time	2	PT
HHS-Public Health	Public Health Nurse	1	FT
HHS-Public Health	Environmental Health Manager	1	FT
Library	Central Library Manager	1	FT
Library	Library Maintenance Worker	1	PT
Library	Research Librarian	1	FT
Library	Youth Services Librarian	1	FT
Planning & Land Services	Survey Crew Chief	1	FT
Port & Resource Recovery	Resource Recovery Associate	1	PT
Public Works - Facilities	Facility Mechanic	1	FT
Public Works - Highway	Bridge Tender	5	FT
Sheriff	Correctional Officer	2	FT
Sheriff	Patrol Officer	2	FT
Technology Services	Enterprise System Analyst II (Desktop)	1	FT
Zoo & Park Management - Parks	Parks Seasonal	1	LTE
Zoo & Park Management - Zoo	Adventure Guide Fall Season	5	LTE
Zoo & Park Management - Zoo	Concessionaire	5	LTE
Zoo & Park Management - Zoo	seasonal maintenance worker	2	LTE

IV. Staffing Levels

Turnover:

Brown County Turnover Report



Turnover % = the number of people who left voluntarily/ YTD avg # of employees at month end.

Benchmark BLS *- State and Local Government, Excluding Education
The quit counts include voluntary separations by employees except for retirements, layoffs, discharges (resulting from mergers, downsizing, or closings), transfers, short term/seasonal employees, deaths, disability, etc.

* Bureau of Labor Statistics



Turnover:

TERM	STATUS	RSN	POSITION	DEPT	COMMENTS:	TALLY:
8/1/2019	FT	VR	C.N.A	HHS-CTC	Retirement	1
8/16/2019	FT	VR	Social Services Aide III	HHS	Personal Reasons	2
8/5/2019	FT	VR	Teacher	Syble Hopp	Other Job Offer	3
8/5/2019	FT	VR	Teacher	Syble Hopp		
8/5/2019	FT	VR	Teacher	Syble Hopp	Not A Good Fit	1
8/5/2019	FT	VR	Teacher	Syble Hopp	None Given	13
8/5/2019	FT	VR	Teacher	Syble Hopp	End of assignment	29
8/5/2019	FT	VR	Teacher	Syble Hopp		
8/9/2019	FT	VR	Deputy Clerk of Courts	Clerk of Courts		
8/9/2019	FT	VR	Economic Support Specialist	HHS		
8/9/2019	FT	VR	Emergency Management Director	Public Safety		
8/23/2019	FT	VR	Economic Support Specialist	HHS		
8/24/2019	LTE	EOA	Resource Recovery Aide	Resource Recovery		
8/6/2019	FT	VR	Telecommunication Operator	Public Safety		
8/8/2019	LTE	EOA	Summer Help	PW-Highway		
8/8/2019	LTE	EOA	Summer Help	PW-Highway		
8/6/2019	FT	VR	Enforcement Specialist	Child Support		
8/22/2019	FT	VR	Enterprise Systems Analyst II	TS		
8/16/2019	FT	VR	Legal Assistant II	DA		
8/9/2019	FT	VR	C.N.A	HHS-CTC		
8/15/2019	LTE	EOA	Summer Employee	Golf Course		
8/16/2019	LTE	EOA	Seasonal Employee	Golf Course		
8/20/2019	FT	VR	Clerk/Typist II	DA		
8/23/2019	LTE	EOA	Summer Help	PW-Highway		
8/20/2019	LTE	EOA	Senior Civil Engineer	PW-Highway		
8/22/2019	LTE	EOA	Summer Help	PW-Highway		
8/22/2019	LTE	EOA	Summer Help	PW-Highway		
8/21/2019	LTE	EOA	Summer Help	PW-Highway		
8/22/2019	LTE	EOA	Summer Help	PW-Highway		
8/21/2019	LTE	EOA	Summer Help	PW-Highway		
8/20/2019	LTE	EOA	Summer Engineering Aide	PW-Highway		
8/22/2019	LTE	EOA	Summer Engineering Aide	PW-Highway		
8/6/2019	LTE	EOA	Summer Help	PW-Highway		
8/15/2019	LTE	EOA	Summer Help	PW-Highway		
8/15/2019	LTE	EOA	Summer Help	PW-Highway		
8/29/2019	LTE	EOA	Summer Help	PW-Highway		
8/29/2019	LTE	EOA	Summer Help	PW-Highway		
8/28/2019	O/C	VR	C.N.A	HHS-CTC		
8/30/2019	FT	VR	Special Prosecutor	DA		
8/29/2019	LTE	EOA	Seasonal Park Worker	Parks		
8/23/2019	LTE	EOA	LTE Seasonal Employee	Golf Course		
8/23/2019	LTE	EOA	LTE Seasonal Employee	Golf Course		
8/19/2019	LTE	EOA	Summer Park Worker	Parks		
8/1/2019	LTE	EOA	Summer Park Worker	Parks		
8/20/2019	LTE	EOA	Seasonal Park Worker	Parks		
8/17/2019	LTE	EOA	Summer Park Worker	Parks		
8/15/2019	LTE	EOA	Seasonal Park Worker	Parks		
8/15/2019	LTE	EOA	Summer Park Worker	Parks		
8/24/2019	LTE	EOA	Seasonal Park Worker	Parks		

TRANS	STATUS	POSITION	DEPT	STATUS	POSITION	DEPT
8/1/2019	FT	AODA	HHS	FT	SW/CM	HHS
8/1/2019	0.2	C.N.A	HHS-CTC	FT	C.N.A	HHS-CTC
8/1/2019	PT	Real Estate Specialist	Register of Deeds	FT	Records Specialist	Sheriff
8/10/2019	LTE	Social Worker/CM- Youth Justice	HHS	FT	Social Worker/CM	HHS
8/25/2019	0.2	C.N.A	HHS-CTC	0.2	C.N.A	HHS-CTC
8/12/2019	FT	Environmental Health Technician	HHS-Public Health	FT	Public Health Sanitarian	HHS-Public Health
8/25/2019	FT	R.N PM	HHS-CTC	FT	RN	HHS-CTC
8/9/2019	FT	Public Health Educator	HHS-Health	FT	Interim Emergency Management Director	Public Safety
8/11/2019	FT	Teacher aide	Syble Hopp	FT	Health Aide	Syble Hopp
8/12/2019	FT	Clerk/Typist II	Clerk of Courts	FT	Deputy Clerk	Clerk of Courts
8/11/2019	0.01	Substitute Teacher	Syble Hopp	FT	Teacher	Syble Hopp
8/6/2019	0.01	Teacher aide	Syble Hopp	FT	Teacher Aide	Syble Hopp

BROWN COUNTY TURNOVER REPORT

August-19

HIRE	STATUS	POSITION	DEPT
8/19/2019	FT	Social Services Aide III-Parent Support	HHS
8/5/2019	FT	HR Associate (benefits)	HR
8/5/2019	O/C	C.N.A	HHS
8/5/2019	0.2	C.N.A	HHS
8/19/2019	FT	Accountant	Admin
8/5/2019	FT	Cook	HHS
8/19/2019	O/C	C.N.A	HHS
8/5/2019	FT	C.N.A	HHS
8/6/2019	FT	Teacher	Syble Hopp
8/6/2019	FT	Teacher	Syble Hopp
8/6/2019	FT	Teacher	Syble Hopp
8/6/2019	FT	Teacher	Syble Hopp
8/6/2019	FT	Teacher	Syble Hopp
8/6/2019	FT	Teacher	Syble Hopp
8/6/2019	FT	Teacher	Syble Hopp
8/28/2019	FT	Housing Administrator	Planning and Land
8/12/2019	FT	Correction Officer	Sheriff
8/5/2019	FT	Telecommunication Operator	Public Safety
8/5/2019	FT	Telecommunication Operator	Public Safety
8/5/2019	LTE	Park Educator	Parks
8/12/2019	FT	Correctional Officer	Sheriff
8/5/2019	FT	AODA Counselor	HHS
8/5/2019	LTE	Clerk II	Clerk of Courts
8/12/2019	O/C	RN	HHS-CTC
8/19/2019	FT	C.N.A	HHS-CTC
8/26/2019	0.4	LPN	HHS-CTC
8/13/2019	O/C	Youth Support Specialist	HHS-Shelter care
8/6/2019	FT	Teach Aide	Syble Hopp
8/19/2019	PT 50	Court Clerk	HHS-CTC
8/5/2019	LTE	Data Entry	Register Of Deeds
8/5/2019	0.67	Library Service Associate	Library
8/26/2019	PT 50	Cook	HHS-CTC
8/26/2019	FT	Clerk III/data control	HHS
8/26/2019	O/C	C.N.A	HHS-CTC
8/12/2019	FT	Correctional Officer	Sheriff
8/29/2019	LTE	4H- After school Instructor	UW Extention
8/29/2019	LTE	4H- After school Instructor	UW Extention
8/26/2019	LTE	Project Manager	Admin
8/13/2019	FT	Telecommunication Operator	Public Safety
8/26/2019	O/C	LPN	HHS-CTC
8/26/2019	O/C	RN	HHS-CTC
8/26/2019	FT	RN	HHS-CTC
8/26/2019	FT	Teacher Aide	Syble Hopp
8/19/2019	FT	Clerk II	HHS
8/26/2019	O/C	RN	HHS-CTC
8/26/2019	LTE	Bailiff	Circuit Courts
8/29/2019	LTE	4H- Afterschool Instructor	UW-Extension
8/29/2019	LTE	4H-Afterschool Instructor	UW - Extension
8/26/2019	FT	Senior Civil Engineer	PW-Highway
8/26/2019	O/C	Substitute Teacher	Syble Hopp

V. Budget:



Budget by Account Classification Report

Through 08/31/19
Prior Fiscal Year Activity Included
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 100 - General Fund									
REVENUE									
Property Taxes	939,563.00	.00	939,563.00	78,296.92	.00	626,375.36	313,187.64	67	901,732.64
Public Charges	.00	.00	.00	.00	.00	.00	.00	+++	.00
Miscellaneous Revenue	2,000.00	.00	2,000.00	459.60	.00	1,765.22	234.78	88	1,404.00
Other Financing Sources	.00	17,281.00	17,281.00	.00	.00	17,281.00	.00	100	13,849.00
REVENUE TOTALS	\$941,563.00	\$17,281.00	\$958,844.00	\$78,756.52	\$0.00	\$645,421.58	\$313,422.42	67%	\$916,985.64
EXPENSE									
Personnel Costs	669,168.00	17,281.00	686,449.00	37,934.99	.00	415,201.24	271,247.76	60	589,631.64
Operating Expenses	272,395.00	.00	272,395.00	18,715.93	1,100.00	131,479.13	139,815.87	49	151,056.37
EXPENSE TOTALS	\$941,563.00	\$17,281.00	\$958,844.00	\$56,650.92	\$1,100.00	\$546,680.37	\$411,063.63	57%	\$740,688.01
Fund 100 - General Fund Totals									
REVENUE TOTALS	941,563.00	17,281.00	958,844.00	78,756.52	.00	645,421.58	313,422.42	67%	916,985.64
EXPENSE TOTALS	941,563.00	17,281.00	958,844.00	56,650.92	1,100.00	546,680.37	411,063.63	57%	740,688.01
Fund 100 - General Fund Totals	\$0.00	\$0.00	\$0.00	\$22,105.60	(\$1,100.00)	\$98,741.21	(\$97,641.21)		\$176,297.63
Fund 130 - Employee Events									
REVENUE									
Public Charges	9,000.00	.00	9,000.00	448.33	.00	5,492.34	3,507.66	61	5,396.11
Miscellaneous Revenue	250.00	.00	250.00	.00	.00	457.18	(207.18)	183	737.33
Other Financing Sources	.00	.00	.00	.00	.00	.00	.00	+++	.00
REVENUE TOTALS	\$9,250.00	\$0.00	\$9,250.00	\$448.33	\$0.00	\$5,949.52	\$3,300.48	64%	\$6,133.44
EXPENSE									
Operating Expenses	9,250.00	.00	9,250.00	2,037.08	.00	5,549.21	3,700.79	60	7,222.72
EXPENSE TOTALS	\$9,250.00	\$0.00	\$9,250.00	\$2,037.08	\$0.00	\$5,549.21	\$3,700.79	60%	\$7,222.72
Fund 130 - Employee Events Totals									
REVENUE TOTALS	9,250.00	.00	9,250.00	448.33	.00	5,949.52	3,300.48	64%	6,133.44
EXPENSE TOTALS	9,250.00	.00	9,250.00	2,037.08	.00	5,549.21	3,700.79	60%	7,222.72
Fund 130 - Employee Events Totals	\$0.00	\$0.00	\$0.00	(\$1,588.75)	\$0.00	\$400.31	(\$400.31)		(\$1,089.28)
Grand Totals									
REVENUE TOTALS	950,813.00	17,281.00	968,094.00	79,204.85	.00	\$651,371.10	316,722.90	67%	923,119.08
EXPENSE TOTALS	950,813.00	17,281.00	968,094.00	58,688.00	1,100.00	\$552,229.58	414,764.42	57%	747,910.73
Grand Totals	\$0.00	\$0.00	\$0.00	\$20,516.85	(\$1,100.00)	\$99,141.52	(\$98,041.52)		\$175,208.35

VI. Other:

Verbal update.

If you have any questions, please feel free to contact me at 920-448-4035.

cc: Troy Streckenbach – County Executive

DEPARTMENT OF ADMINISTRATION

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

CHAD WEININGER

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: www.co.brown.wi.us

DIRECTOR

October 1, 2019

Committee Date:
October 10, 2019

TO: Administration Committee

FROM: Chad Weininger
Director of Administration

SUBJECT: September Director's Report

I. Risk & Purchasing Department

Claims for August-September: Three (3) claims were filed since the last report. 1) Damage to a boat using the dock at Bay Shore Park. 2) Complaint of racial disparity in removal of children from their homes by CPS. 3) Vehicle damaged due to being rear ended by a county vehicle.

Incidents: Ten (10) incidents were reported since the last update. 1) Visitor collapsed at the ADRC. 2) Employee at ADRC bumped their head on part of their workstation. 3) An intoxicated patron scraped his knee when getting up from a picnic table at the Central Library. 4) A children's group utilizing the Central Library reported one of their members missing. After investigation, the child was found safe at their own home. 5) A patron at the Central Library reported their bike stolen. 6) A patron at the Central Library complained of being ill after taking too much cold medicine, 911 was called and paramedics responded. 7) A patron fell near the doors outside of the East Library. 8) An employee rolled their ankle walking through the Sophie Beaumont building parking lot. 9) A squad car was damaged when utilizing a PIT maneuver to end a high-speed chase. 10) The squad utilized in the earlier PIT maneuver, was again damaged when it was utilized to engage in another PIT maneuver to end another high-speed chase, less than 24 hours after the squad was put back in service after repairs.

New Lawsuits: One (1) lawsuit was filed. A suit was filed claiming that a citizen has the right to redeem a property tax bill.

Grievances: None.

Purchasing: Purchasing published/completed (3) RFBs, (1) RFP and (1) RFQ.

Safety Trainings: (4) Pre-employment; (12) active shooter; and (2) fire extinguisher training events were held.

II. Finance Department

Electronic Pay Stubs: More than 1,300 employees have signed up for the employee portal to get pay stubs and other personnel information electronically. Based on the success to date, the last printed pay stubs were distributed on September 26, 2019.

Electronic Invoices: Finance has been testing the Laserfiche software to store invoices electronically. Based on our initial tests we will be able to keep our invoices fully electronically beginning January 1, 2020. This will reduce inter-office mail, printing, and storage of more than a dozen boxes of paper every year.

Bond Refunding: Bonds valued at \$16,480,000 were refunded with a closing on the new bonds scheduled for October 9, 2019, to pay off the existing debt on November 1, 2019. This refunding will save the taxpayers more than \$1.4 million over the next 10 years.

2020 Budget: The proposed budget was printed and presented to Department heads on September 30, 2019.

2019 Budget: As of August 30, 2019, the county's general fund has a favorable budget variance, primarily because the Treasurer's office has earned about \$1.3 million more on investments than expected to date.

III. Tax Increment Finance District
City of Green Bay

IV. New World ERP (Logos)/Kronos Projects Update

- The rollout of eSuite, which is the employee portal for viewing pay stubs, W-2's, benefits, accruals, direct deposits, pay rates and other personal information, is going well. The final pay stubs will be printed on the 9/27/19 payroll.
- We are currently in the process of implementing Kronos TeleStaff (Scheduling System) for the Sheriff's Office and Public Safety Communications (PSC). The departments are currently working on data imports which will be used to populate the TeleStaff database.
- Planning for the New World ERP (Logos) Financial / Payroll System to version 2019.1 is occurring and a meeting has been scheduled with the vendor to discuss the technical requirements.

V. 2019 Contingency Fund Usage

Beginning Balance	\$300,000
Usage to date	<u>-\$ 47,346</u>
Current Balance	\$252,654

Usage Details:

- 1) \$7,000—County Clerk: to begin moving from the filing of hard copy documents to storing them in electronic format.
- 2) \$10,000—Public Works-Facilities: to obtain an estimate for the potential Courthouse Security project per the PD&T Committee action taken on June 3, 2019.
- 3) \$30,346—Circuit Courts: Transfer of funds from the General Government to Circuit Courts for an audio upgrade for Circuit Court Branch 1.

VI. Asset Maintenance Fund Usage

Jan 1, 2019 Fund Balance	\$466,094
Amount Requested	<u>-\$ 47,696</u>
Projected Ending Fund Balance	\$418,398

Request Details:

- 1) \$47,696–Public Works: Repair parapet on Jail roof; replace Liebert cooling unit for data room at 911 Center. See attached form for additional details.

VII. Other

If you have any questions, please feel free to contact me at 920-448-4035.

cc: Troy Streckenbach – County Executive

Room Tax Analysis

**Analysis of 2019 vs 2018 - Room Tax
Data from Associated Bank's Report**

	Deposits Made by Munis - Based on Actual Dates Deposited with Associated Bank		Month to Month Change 19 vs. 18		Year to Date Change 19 vs. 18	
	2018	2019	Dollar	Percent	Dollar	Percent
January (December Room Tax)	478,587.50	578,893.15	100,305.65	20.96%	100,305.65	20.96%
February (January Room Tax)	279,033.37	293,035.89	14,002.52	5.02%	114,308.17	15.09%
March (February Room Tax)	336,727.03	343,676.86	6,949.83	2.06%	121,258.00	11.08%
April (March Room Tax)	424,232.77	481,488.04	57,255.27	13.50%	178,513.27	11.76%
May (April Room Tax)	431,010.77	467,587.07	36,576.30	8.49%	215,089.57	11.03%
June (May Room Tax)	464,200.96	470,811.86	6,610.90	1.42%	221,700.47	9.18%
July (June Room Tax)	511,572.94	604,184.30	92,611.36	18.10%	314,311.83	10.74%
August (July Room Tax)	683,069.61	723,837.57	40,767.96	5.97%	355,079.79	9.84%
September (August Room Tax)	644,153.08	-	(644,153.08)	-100.00%	(289,073.29)	-6.80%
October (September Room Tax)	811,342.54	-	(811,342.54)	-100.00%	(1,100,415.83)	-21.73%
November (October Room Tax)	689,498.80	-	(689,498.80)	-100.00%	(1,789,914.63)	-31.11%
December (November Room Tax)	454,687.82	-	(454,687.82)	-100.00%	(2,244,602.45)	-36.16%
	6,208,117.19	3,963,514.74				

REQUEST FOR ASSET MAINTENANCE FUNDS

INSTRUCTIONS

1. Review the policy to determine if the project is eligible for funding through the Asset Maintenance Fund.
2. Complete the required information in the Project Request section.
 - A) Attach quotation(s) for each project cost component.
 - B) Attach additional supporting documentation to support request.
3. Completed forms should be submitted the Department of Administration.

POLICY

1. Projects eligible for funding through the Asset Maintenance Fund shall be limited to those essential for the maintenance of existing infrastructure or buildings.
2. Only projects which would be funded through the tax levy are eligible for funding through the Asset Maintenance Fund.
3. Departments may request funding for projects with an estimated cost of up to \$250,000. Projects with a cost in excess of \$250,000 should be submitted as part of the Department's annual bonding request.
4. Eligible projects include the following:
 - A) Replacement of major fixed mechanical systems (boilers, generators, elevators, etc.)
 - B) Repair or replacement of major building components or systems (roofs, windows, systems, etc.)
 - C) Repair of grounds (parking lot resurfacing, road resurfacing, well repairs, etc.)
5. Ineligible projects include the following:
 - A) Development of new or expanded infrastructure or buildings
 - B) Special Revenue, Internal Service, or Enterprise Funds projects
 - C) Information Systems projects
 - D) Repair or replacement of movable equipment

PROJECT REQUEST

1. Type of project:

☐ Major Fixed Mechanical System
 ☒ Major Building Component
 ☐ Repair of Grounds

2. Description of project:

Repair parapet walls on Jail Roof

Replace Liebert Cooling Unit for Data Room @ 911 Center

3. Cost of project:

	Vendor	Asset Type	Total Project Cost	Less Other Funding	Net Funding Request
A)	Crafts, Inc.	Building Component	23,596		23,596
B)	Johnson & Jonet	Systems	24,100		24,100
C)					
		Totals	47,696		47,696

Public Works
Department

[Signature]
Department Head

9/17/2019
Date

- ☐ Approved
☐ Disapproved

[Signature]
County Executive

9/17/19
Date

Approved request reported by Administration Committee

Date